



STUDENT HANDBOOK
2009-2010

NORTHWEST TECHNOLOGY CENTER
2009-2010
STUDENT HANDBOOK
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**NORTHWEST TECHNOLOGY CENTER
2009-2010 STUDENT INFORMATION**

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.

The objective of Northwest Technology Center (NWTC) is to provide quality training in technical education to high school and adult students.

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.

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.

STUDENT POLICY

Each student should use this handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at the NWTC.

No Student Handbook can anticipate every situation or question about policies. Therefore, NWTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

PHILOSOPHY AND GOALS

Northwest Technology Center exists for the purpose of serving the population in the member school districts of Aline-Cleo, Alva, Canton, Fairview, Freedom, Ringwood, and Waynoka with quality career and technical training. Out-of-district schools including Cherokee, Medford, Okeene, Seiling, Timberlake, and Wakita also send high school students.

We believe in the cooperative effort of the technology center, the comprehensive high school, and higher education toward a total educational effort in serving these main groups: secondary students, post-secondary students, and business and industry.

We believe in the development of the whole person and the organization of a career pathway to fully develop those characteristics.

We believe in developing a partnership between the Technology Center and Business and Industry; this partnership serves a vital role in providing an educational plan that gives the student an opportunity to pursue a life style of his or her own choice within his/her abilities and resources.

It is the desire of the Northwest Technology Center Board of Education to achieve the following:

- To provide an individualized delivery system which will enable students to acquire the skills, knowledge, and attitudes necessary for successful employment.

- To provide the adult community with life long educational opportunities that will prepare them for entry or re-entry into the work force, for occupational change or advancement, or for personal enrichment.
- To provide a partnership atmosphere among Northwest Technology Center, the comprehensive high schools, and other societal agencies.

APPROVALS/ACCREDITATION

1. Oklahoma State Department of Education, Accreditation Section
2. Oklahoma Department of Career and Technology Education
3. State of Oklahoma, State Accrediting Agency
4. Northwest Technology Center is approved for Pell Grants, Veterans Benefits, WIA, and Vocational Rehabilitation
5. Automotive Service Excellence Certification (ASE).

Copies of these letters of approval/accreditation may be requested from the Assistant Superintendent's office.

CAREER PROGRAMS AND MAJORS OFFERED

Northwest Technology Center is accredited to offer the following career programs and majors.

All of the career programs are offered in both the morning and afternoon.

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

MAJORS OFFERED

Fairview

Automotive Technology

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

Business & Information Technology

- Administrative Assistant
- Software Information Specialist
- Accounts Payable Clerk

Health Career Certification

- Advanced Acute Care Nursing Assistant (Pre-Nursing)
- Certified Massage Therapist
- Fitness Specialist

Manufacturing/Welding Technology

Combination Welder
Cutting Processes Technician
FCAW Structural Welder – (Flux Core Arc Welding)
GMAW Structural Welder – (Gas Metal Arc Welding)

Service Technology

Landscape Designer
Landscape Maintenance Technician

Service Technology

Culinary Arts Assistant
Culinary Assistant Entry Level

Web Development & Graphic Design

Digital Video Technician
Web Producer
Graphic Design Specialist

MAJORS OFFERED

Alva

Automotive Technology

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

Automotive Collision

Combination Collision Repair Technician
Damage Appraiser/Estimator
Detailing Specialist
Glass Replacement Specialist
Non-Structural Repair Technician
Refinishing Technician

Business & Information Technology

Administrative Assistant
Legal Office Assistant
Medical Office Assistant
Accounts Payable Clerk
Accounts Receivable Clerk

Health Career Certification

Advanced Acute Care Nursing Assistant (Pre-Nursing)
Certified Dental Assistant
Pharmacy Technician

Web Development & Graphic Design

Graphic Designer Specialist
Web Producer

Majors vary in length of hours; therefore, completion of a major will depend on the student's start date, enrollment status as full or half-time, and individual major.

STUDENT ENROLLMENT

Secondary Day Enrollment

Junior and Senior students are admitted on the basis of interest, aptitude, need and performance in past school work.

Secondary students below the eleventh grade may be enrolled if they meet age requirements and have special circumstances. The students must be referred by their high school principal.

Secondary students residing in the Northwest Technology Center District may attend free of charge. Other secondary students will be accepted for a fee of \$6000.50 per semester.

Adult Day 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 major).

Students who wish to receive financial aid must have a high school diploma, G.E.D. or meet provisions of the Ability to Benefit test. Students may enroll as a Provisional Student while pursuing the G.E.D. and their enrollment status will be considered only as availability in the major exists.

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 business(es) by the Technology Center.

Enrollment Priorities

1. Any student (adult or secondary) who attended the previous school year and desires to return and complete the same program (or start a different major).
2. 50% of the remaining slots will be allotted to Secondary Students residing in the District and 50% to Adult Students residing in the District to be filled in the following order:
 - A. Secondary Students desiring first year majors
 - *12th Grade Students
 - *11th Grade Students
 - *Other Secondary Students with special needs-
at discretion of administrator
 - B. Adult Students desiring first year majors
3. Remaining slots will be filled with Secondary and Adult Students residing out-of-district.
4. Slots remaining after the above priority list is utilized will be filled on a first come, first serve basis. Waiting lists will be compiled in the order that the applications are received.

MINIMUM/MAXIMUM ENROLLMENT LEVELS

The maximum and minimum enrollment of the full-time daily classroom is set by the Oklahoma Department of Career and Technology Education with the approval of the Technology Center Administration.

Minimum and maximum enrollment levels of evening programs will be determined on an individual class basis with consideration given to funding, need, demand, and facilities.

ABILITY TO BENEFIT and GED CERTIFICATE

If a prospective adult student has not earned a high school diploma from an accredited high school or an equivalency diploma (GED) from a state department of education, they must pass the ability to benefit test in order to receive Title IV Financial Assistance. If a passing score on the U. S. Dept. of Education test for Ability to Benefit is not achieved, the following options are available:

- A. Retest the failed sections utilizing a different version of the test. If the same version is used, a waiting period of 6 months is required.
- B. Obtain a GED Certificate and then enroll as a regular student.
- C. Enrollment as a Provisional Student while pursuing the GED. Under this status, student would **not** be eligible for financial assistance. This enrollment status will be considered only as availability in the classroom exists.

In all cases, students are expected to attend Adult Basic Education (ABE) Classes, offered each fall and spring semester, and work towards obtaining the GED Certificate. Remediation for students not passing the ATB test is also available through Northwest Technology Center. An Academic Career Center (ACC) is available each fall and spring semester to provide computer software and individual tutoring designed to assist students improve basic skills.

TUITION

Tuition charges for day-time classes are as follows:

SECONDARY IN-DISTRICT	SEMESTER		YEAR	
	NO TUITION COST		NO TUITION COST	
SECONDARY OUT-OF-DISTRICT	\$6000.50		\$12001.00	
ADULT IN-DISTRICT	HALF-TIME (½ DAY) \$1.25/hour	FULL-TIME (ALL-DAY) \$1.25/hour	HALF-TIME (½ DAY) \$1.25/hour	FULL-TIME (ALL-DAY) \$1.25/hour
ADULT OUT-OF-DISTRICT	HALF-TIME (½ DAY) \$2.50/hour	FULL-TIME (ALL-DAY) \$2.50/hour	HALF-TIME (½ DAY) \$2.50/hour	FULL-TIME (ALL-DAY) \$2.50/hour

Payment for a major is expected by the tenth day of enrollment in that major unless prior arrangements have been made or the student is eligible to receive financial aid to cover costs incurred by the student. Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on probation in the current payment period. Students may receive financial aid assistance during their probationary period; however, if they do not meet satisfactory progress requirements during their probationary 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 major by the 10th day of their suspended pay period. Students who do not make payments in accordance with district policies will be withdrawn from their major.

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)

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 four technology centers. First enrollment preference will be reserved for each school's in-district residents. The amount of tuition/fees charged to the student will be the individual school's in-district rate.

NEXT STEP SCHOLARSHIP

Northwest Tech's Next Step Scholarship waives the tuition for day Career Programs. Scholarship recipients are required to pay fees for that program. The Next Step Scholarship is designed for individuals under age 24 who have a high school diploma or GED and are living in one of the sending school districts. A scholarship recipient who turns 24 during the academic year will be able to finish the remainder of that academic year tuition-free. For all subsequent career programs, the student will be required to pay tuition. The student will still be able to apply for financial aid.

ADULT MATERIALS USE FEE

Adult Materials Use Fee must be paid along with tuition before a student begins his major. Fees for the entire major are collected by the 10th day of enrollment in a major. Adult fees are non-refundable. Students applying for financial assistance will be able to defer payment until a determination of eligibility is made.

Adult Program/Majors Materials Use Fee

\$0.25 per hour

INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS

With written notice of withdrawal:

On or before the 1st day of class through the 10th day of class for the enrollment period for which the student has been charged.....100% refund

After the 10th day of class for the enrollment period for which the student has been charged.....0% refund

No refunds will be given for Adult Fees

Return of Title IV/Repayments formulas will be used for students receiving Pell grants

The student can expect a refund to be mailed to him/her within (20) working days if he/she has provided the school with a forwarding address.

An adult student wishing to withdraw from Northwest Tech must provide notice to the school in writing. A signed "Withdrawal Form" should be submitted to the Northwest Tech counselor and attendance officer/central office secretary. The official withdrawal date is the date the student has the withdrawal form signed by the administration, or the last date of attendance.

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 S. 11th Street, Alva, OK 73717.

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 AARTS, SMART, CGI, AND CCAR transcripts.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the major at Northwest Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, 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 NWT students who complete one major at NWT and then enroll in another, or those who may change from one major 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.

CHANGE OF MAJOR

Adult students will be permitted to change majors during their first two weeks of class provided that:

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

Major 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 majors 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.

STUDENT SERVICES

Guidance and Counseling

The Northwest Technology Center counselor is available to assist individuals with career and technical aptitudes and interests. Counselors also can assist with personal development, decision making, academic problems, and personal adjustment problems. Students are encouraged to use the counseling services available.

Northwest Technology Center is making a good faith effort to comply with the provisions and responsibilities of the Americans with Disabilities Act of 1990 (ADA). Services are available to students with disabilities, including accommodations in facilities, classrooms, and services. For more information you may contact Daren Slater, or Karen Koehn, Compliance Coordinators, Alva; Gerald Harris, or Debbie Stubsten, Compliance Coordinators, Fairview.

Assessment

All adult students will participate in a testing program which measures interests, abilities, the basic skills areas of math and communication, and work values. These tests will be administered prior to student enrollment. If the results indicate a student is low in reading or math skills, individual and/or group instruction will be scheduled to assist the student in acquiring the basic skills necessary for his/her chosen career. High school students are required to provide a copy of their ACT PLAN assessment. If they have not taken the PLAN test, then they will be given a career assessment at NWTC at the beginning of their enrollment.

Academic Career Center

The Academic Career Center is designed to help students in technology education by providing assistance in basic and advanced academic skills for their specified career pathway. Services include evaluation, math instruction, reading instruction, computer literacy, and individual study. Students also prepare resumes, portfolios, and reinforce employability skills.

All students have access to the Academic Career Center, and a full-time coordinator provides the curriculum and resources to support the students' career pathway.

FINANCIAL ASSISTANCE

Financial Aid

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.

Eligibility

To receive financial aid the student must:

- *Be a U.S. citizen or an eligible non-citizen
- *Be registered for the draft with Selective Service if you are a male who is at least 18 years old and born after December 31, 1959
- *Not already have a B. S. or B. A. degree
- *Have financial need as determined by the Department of Education
- *Be enrolled as a regular student in an eligible major
- *Be attending at least 15 clock hours per week
- *Be working toward a certificate
- *Have a high school diploma or GED or
- *Pass an independently administered test approved by the U. S. Department of Education

- *Not be in default on any student loan previously received and not owe a refund on any student grant previously received
- *Sign a Statement of Updated Information, Registration Status, Anti-Drug Abuse Act, Certification, Education Purpose/Statement of Refunds and Defaults
- *Not be entitled to receive Federal PELL Grant payments from more than one institution concurrently
- *Have a valid Social Security number
- *Make satisfactory progress.

Eligibility for most financial aid is based on need, not on family income alone. Need is the difference between the cost to attend a particular school (direct educational expenses), and what your family can afford to contribute toward meeting those expenses. Family contribution equals parental contribution (for dependent students) plus the student's own savings and other resources.

Records

If a student qualifies for federal or state aid, he or she must be prepared to provide the following information to the financial aid office for verification:

- *Form 1020, 1040, 1040EZ, or 1040A (income tax form) for the year proceeding the current school year. Every student who applies for a Pell Grant must agree to provide a signed copy of the applicable return. Independent students must provide the form for themselves and their spouse. Dependent students must provide their form and their parent's form.
- *Payment is by check from Northwest Technology Center. NWTC has two payment periods per award year, and Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major, and on whether the majority of the hours in a payment period fall within that award year.

NOTE: Failure to provide the necessary documents will necessitate the withholding of payment.

Financial Aid Programs Available at Northwest Technology Center

Pell Grants -- awards to help undergraduates pay for their education after high school. Unlike loans, grants do not have to be paid back.

Oklahoma Tuition Aid Grant – for best consideration, the student must have Pell Grant Application filed by April 15.

Oklahoma Higher Learning Access Program (Student State Incentive Scholarship-- assist students by providing scholarships equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. See www.okhighered.org/ohlap/scholarship.

Veterans in Oklahoma -- may be eligible for educational benefits under Chapters 30, 1606; 32, or 34 of Title 38 in the U.S. Code. Additionally, dependents of veterans are eligible for educational assistance under Chapter 35 of Title 38. To determine V.A. eligibility, call the Veterans Administration (1-800-482-2800).

Oklahoma GI Bill or Senate Bill No. 530 -- tuition-free training may be awarded in addition to those educational allowances a veteran receives under Chapter 31 through 34.

Workforce Investment Act (WIA) -- a federally funded program designed to put students to work.

Vocational Rehabilitation -- a program sponsored by the Oklahoma Department of Human Services that helps pay educational expenses for qualifying individuals.

Next Step Scholarship -- Northwest Tech's Next Step Scholarship waives the tuition for day Career Programs. Scholarship recipients are required to pay fees for that program. The Next Step Scholarship is designed for individuals under age 24 who have a high school diploma or GED and are living in one of the sending school districts. A scholarship recipient who turns 24 during the academic year will be able to finish the remainder of that academic year tuition-free. For all subsequent career programs, the student will be required to pay tuition. The student will still be able to apply for financial aid.

Otha Grimes Foundation Scholarship -- a program administered by the State Department of Career and Technology Education to aid students in need.

Bureau of Indian Affairs -- to qualify the student must apply with his tribal agency.

To make application for federal aid or to receive a copy of complete consumer information students should contact the financial aid director at Northwest Technology Center.

ATTENDANCE

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

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

Secondary Students: It is the responsibility of the parent or guardian to report a secondary student's absence on the day of the absence by calling NWTC. 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 daily and mailed weekly to the home school.

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.

Adult Students: It is the responsibility of each adult student to comply with the attendance requirement and to be accountable for reasons of absences. All adult students' absences should be verified to ensure that acceptable attendance standards are being maintained.

DOCUMENTATION OF ABSENCES

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

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

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

CHECKING IN/OUT OF THE ADMINISTRATIVE OFFICE

Students who have been absent should report to the Administrative Office to receive a written "Admit Slip" to be permitted back in class. Proper documentation is required.

Students who arrive late to the campus should also report to the Administrative Office for an "Admit Slip".

Students who need to leave the campus prior to the regularly scheduled ending time are required to receive permission and then check out in the office prior to leaving.

TARDY POLICY

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

Excessive tardies will result in one or more of the following actions:

1. Conference with student
2. Notification to parents (if secondary student)
3. Parent Conference
4. Possible suspension from school

ATTENDANCE COMMITTEE

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

- Instructor
- Counselor
- Assistant Superintendent
- Financial Aid Officer

If an appeal is required, it is the student's responsibility to contact the counselor to file an appeal. Appeal forms are located in the counselor's office. The attendance committee will determine if the absences were caused from extenuating circumstances based upon documentation presented by the student.

ATTENDANCE FOR STUDENTS ON FINANCIAL AID

Attendance Requirements for Financial Aid Students

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

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 major leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

Leave of absence policy for students on financial aid

A student may request **one** leave of absence up to 60 days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. Days should be consecutive unless otherwise approved by the Attendance Committee. The request must be in writing to the counselor or assistant superintendent, and must include the reason for the request and the number of days requested. The financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. If a student does not return from the approved leave of absence, then the last date of attendance will be used as the withdrawal date. The NWTC Leave of Absence policy can be found in its entirety in the Student Consumer Information Guide.

Requirements for continuing enrollment

A student is expected to make progress toward satisfactory completion of his major in order to be eligible to continue.

A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school and may apply for reinstatement at the beginning of a new semester.

Students who are on financial aid programs will first be placed on probation if satisfactory progress is not maintained due to poor grades or lack of attendance; if satisfactory progress is not maintained during the probationary period, the student will be placed on suspension and will lose aid.

Acceptable Attendance Requirements: (Post Secondary)

Satisfactory progress for a student receiving any financial aid will be:

- A. Cumulative
 - * Attendance of 90% of the payment period
 - * Maintain: C average
 - * Complete 75% of the curriculum for each pay periodIf satisfactory progress is not maintained:
 - Adult students receiving financial aid will be placed on probation for the next pay period. Should satisfactory progress not improve within guidelines during the next pay period, students will be placed on suspension and will lose funding.
 - If requirements are not met Veterans will experience an interruption from training from VA and will lose funding until reinstated by VA.

MOMENT OF SILENCE

Northwest Technology Center observes approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

REPORT OF STUDENT PROGRESS

At each grading period adult students and parents and/or guardians, of secondary student's and home school officials will be notified if the student is not doing acceptable work.

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

Report cards will be issued each nine weeks for secondary students; adult students will receive report cards according to their major and enrollment status. Grade sheets of secondary students will be sent to the home school for recording on permanent records. A copy of the report card will be mailed to the home of each student enrolled, both secondary and adult.

For students on financial aid, satisfactory progress is monitored upon completion of each pay period using progress reports obtained from the student's instructor. For example, a full time student enrolled in a 600 hour major will have a progress report upon completion of the first 300 hours. The second progress report will be made upon completion of the last 300 hours in the major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences.

Minimum acceptable grade for students on financial aid will be: C.

EDUCATIONAL RECORDS

Each student will have a permanent file that will contain appropriate educational records such as grades, attendance, and competency skills. Students and/or parents have the right to inspect these education records. The Family Educational Rights and Privacy Act will be used as a guideline to govern the handling of such information.

Grades are issued on the basis of:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

Students who withdraw will be given a letter grade for the coursework completed at the time of withdrawal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Northwest Technology Center maintains an educational record for each student who is or has been enrolled at the Technology Center. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereinafter "Act") the following student rights are covered by the Act and afforded to all eligible students at Northwest Technology Center.

- 1) The right to inspect and review information contained in the student's educational records.

- 2) The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 3) The right to prevent disclosure without consent, with exceptions of personally identifiable information from the student's educational records.
- 4) The right to secure a copy of the Technology Center's policy and administrative regulations.
- 5) The right to file complaints with the U.S. Department of Education concerning alleged failures by Northwest Technology Center to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the Technology Center's Administrative Regulations Handbook, a copy of which may be obtained in the Office of the Assistant Superintendent.

All records for a student under 18 years of age shall be open to the student's parent/guardian. The school shall provide whatever assistance necessary to enable the student and parent/guardian to understand the material in the record.

Every student 18 or older has access to his/her cumulative records upon completion of the request form (available in the front office).

Northwest Technology Center may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of Northwest Technology Center unless a written request for nondisclosure is on file:

- Category I: Name, address, telephone number, dates of attendance, class, electronic mail address, and photograph.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

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. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request.

CERTIFICATE OF COMPLETION

The Technology Center will issue a certificate to each student who meets all requirements and successfully completes the major. Students will not be allowed to receive financial aid for any major above the hours that have been approved by the U. S. Dept. of Education for that major.

COLLEGE ALLIANCE AGREEMENTS

NWTC has a number of alliance agreements with colleges both in Oklahoma and surrounding states. The alliance agreement states that upon successful completion of a certified major the student may obtain up to as many as 46 college credits toward an associates degree. To find out which majors, colleges, and how to apply, contact your instructor or NWTC's counselor.

TRANSPORTATION

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

Student Vehicles: Students may drive their own cars to school at their own risk of personal or

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

The following regulations must be observed by student drivers:

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

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

VISITORS

Visitors to NWTC are welcome at any time. All visitors (including parents/legal guardians) must check in at the Central Office immediately upon entering the building and sign the visitors' sign-in log. Students must receive prior permission from the assistant superintendent before having a guest at school. Students are not allowed to bring their children to school unless they have permission from the assistant superintendent.

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

DRESS CODE

The administrative and instructional staff at Northwest Technology Center, in addition to teaching a marketable skill, contend that the school should help students realize that employers and society in general demand certain personal characteristics in an individual, such as neatness and cleanliness. With that objective in mind, it is a requirement that all students enrolled in the regular day classes be clean and neatly groomed at all times. They must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each department and approved by the administration of the school. Tank-tops, clothes with offensive lettering or advertising, gym shorts (dress shorts are acceptable), extremely tight clothing, sweats, or similar type clothing are prohibited. Revealing clothing such as excessively low cut tops or clothing that reveals the abdomen are not permitted. Students are required to wear clothing and safety devices compatible to the nature of the training. Students that represent the school on field trips will dress appropriately for the field trip.

"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".

Parents of secondary students will have access to a copy of the "Drug-Free School and Workplace" Handbook and be notified that compliance by the students is mandatory.

**2009
Disclosure Requirements of
Crime Awareness and Campus
Security Act of 1990
Senate Bill 580
(Cleary Bill) P.L. 101-542**

Statement of Policy on Crime and Emergency Reporting and the Response of Institution to Reports.

Northwest Technology Center believes that the public should know how to report a possible crime which occurs at the site of the Technology Center campuses in Alva or Fairview.

To report: a victim or witness needs to contact Daren Slater, Assistant Superintendent in Alva or Gerald Harris, Assistant Superintendent in Fairview. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

Statistics for Northwest Technology Center - Alva

	<u>2006</u>	<u>2007</u>	<u>2008</u>
1. Murder	0	0	0
2. Forcible & Non-Forcible Sex Offenses	0	0	0
3. Robbery			
4. Aggravated Assault	0	0	0

5. Burglary	0	0	0
6. Motor Vehicle Theft	0	0	0
7. Manslaughter	0	0	0
8. Arson	0	0	0
9. Prejudice Crimes of forcible & non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, sex/gender, religion, sexual orientation, ethnicity or disability.	0	0	0

Statistics on Arrest

	<u>2006</u>	<u>2007</u>	<u>2008</u>
1. Liquor Law Violation	0	0	0
2. Drug Abuse Violation	0	0	0
3. Weapon Possessions	0	0	0

Statistics for Northwest Technology Center - Fairview

	<u>2006</u>	<u>2007</u>	<u>2008</u>
1. Murder	0	0	0
2. Forcible & Non-Forcible Sex Offenses	0	0	0
3. Robbery			
4. Aggravated Assault	0	0	0
5. Burglary	0	0	0
6. Motor Vehicle Theft	0	0	0
7. Manslaughter	0	0	0
8. Arson	0	2	0
9. Prejudice Crimes of forcible & non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, sex/gender, religion, sexual orientation, ethnicity or disability.	0	0	0

Statistics on Arrest

	<u>2006</u>	<u>2007</u>	<u>2008</u>
1. Liquor Law Violation	0	0	0
2. Drug Abuse Violation	0	0	0
3. Weapon Possessions	0	0	0

A complete copy of this report may be viewed at <http://ope.ed.gov/security>.

The Consumer Information Handbook may be found in its entirety in the Central Office, Counselor's Office and the Financial Aid Office.

WEAPONS FREE SCHOOL POLICY

It is the policy of Northwest Technology Center, District #10 of Woods County, Oklahoma to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.

2. Oklahoma statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to on full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the superintendent or superintendent's designee.

The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

REFERENCE: 18 U.S.C.'921
21 O.S.'1280.1

SEXUAL HARASSMENT

Students attending classes at Northwest Technology Center as well as employees at Northwest Technology Center should be free from sexual harassment and/or a hostile sexual environment.

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity

receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo harassment – A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile Environmental Sexual Harassment – Sexually harassing conduct (which can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Students or employees should report incidents of possible harassment to the Title IX/504 Compliance Coordinator/Grievance Managers. Male and Female Coordinators are designated for each campus with access to either coordinator available to the grievant. The names of the Coordinators are as follows:

Daren Slater/Karen Koehn
Alva Campus
1801 South 11th
Alva, OK 73717
(580) 327-0344

Gerald Harris/Debbie Stubsten
Fairview Campus
801 Vo-Tech Drive
Fairview, OK 73737
(580) 227-3708

THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express purposed of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission of the student or other students.

Bullying is an individual or group aggressive physical, emotional, verbal or sexual behavior whose intentions are to do harm to others. Bullying can include and is not limited to, name calling, verbal slurs, pushing, hitting, pinching, gesturing, threatening, disrespecting and taking items without permission. NWTC will not tolerate bullying behavior. This conduct shall be subject to the same disciplinary consequences as other misconduct.

Victims of alleged bullying incidents are encouraged to report the situation to their instructor, counselor or school administrator. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.

CODE OF CONDUCT

Personal development and individual growth are very important parts of your experience at the Technology Center. We hope that pride in yourself and your school will be apparent to your fellow students and instructors. All students are expected to conduct themselves in an appropriate manner at all times.

Some examples of misconduct are:

--Disruption of school and/or class

- Abusive language/profanity
- Assault
- Bullying
- Damage or destruction of school or private property
- Carrying of weapons or dangerous instruments
- Use or possession of tobacco (secondary students)
- Abuse of driving privileges (speeding, reckless driving, etc.)
- Unlawful possession, use, distribution, or being under the influence of drugs or alcohol on school property or as part of any school activity

If misconduct occurs in the school building, on school property, or at school sponsored activities, disciplinary actions will be taken by the school (regardless of whether criminal charges result).

Misconduct at the Technology Center can lead to suspension. The home school will be notified of any disciplinary condition that exists at the Technology Center. The student's grades will be penalized while he/she is under suspension.

DISCIPLINE POLICY

All student behavior should be conducive to a good learning atmosphere.

Students are expected to conduct themselves in a professional manner at all times and treat other students and school staff with respect.

IMPLIED AUTHORITY

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

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

- Instructor / Student / Parent Conference
- Suspension
- Behavior Contract
- Isolation from Class
- Financial Restitution
- Referral to Social Agencies
- Involvement of Law Enforcement
- Any other disciplinary action deemed appropriate under the circumstances.

The alternatives for discipline may include the items listed above, but will not be limited to that list. Also this list does not reflect a sequence as to how disciplinary actions will take place.

STUDENT SUSPENSION

In compliance with Oklahoma School Law, House Bill 2130 effective July 1, 1997, mandates the following for secondary students.

Certain acts committed by students may result in an out-of-school suspension:

- a. violation of a school regulation
- b. immorality
- c. assault

- d. possession of an intoxicating beverage, low-point beer, possession of stolen or missing property if the property is reasonably suspected to have been taken from a student, school employee, or the school district
- e. possession of a dangerous weapon or controlled substance

The maximum length of time for out-of-school suspension for these offenses is the current and succeeding semester; however the law provides that any student in possession of a firearm while on public school property or while in any school bus or school vehicle shall be suspended out of school for a period of not less than one year.

For students who are suspended out of school, an education plan will be considered to provide for eventual reintegration into school. The parent or guardian of the suspended secondary student is responsible for the provision of a supervised, structured environment for the student and is also responsible for monitoring the student's educational plan of study. All students under suspension are excluded from participation in student organization activities.

Northwest Technology Center will consider alternative in-school placement options instead of out-of-school suspension when appropriate.

A student, who has been suspended for a violent offense which is directed towards an instructor, shall not be allowed to return to that class without the approval of that instructor.

Students suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, will not be entitled to enroll in an Oklahoma School until the terms of the suspension have been met.

Students who are on an Individual Education Plan may also receive an out-of-school suspension or disciplinary removal to an interim alternative educational setting or another setting. An IEP Meeting will be held to develop/review/revise a functional behavioral assessment plan and conduct a manifestation determination; the student's placement in the technology class/major will be evaluated to determine if it is appropriate.

EMERGENCY SUSPENSION

The assistant superintendent may suspend a student on an emergency basis, without a hearing, if they have reasonable cause to believe that:

- 1. The physical safety of the student or of others is endangered; or
- 2. where the school is in the midst of violent upheaval; or
- 3. the student is causing substantial interference with the operation of the school.

An emergency suspension shall terminate when it is reasonably determined that the student's presence in the school will not result in a situation warranting emergency suspension under the Student Code (not to exceed three days) unless the administrator commences the notice and hearing procedure provided in the Student Code for expulsion or an informal hearing is held for temporary suspension.

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

"Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended. This suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of the superintendent to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil; and its decision shall be final." School Laws of Oklahoma, 70-24-101.

APPEAL OF SUSPENSION

Any student who is suspended shall have the right to appeal the administration's decision. If the suspension is 10 days or less, students/parents may appeal to a committee of administrators and instructors, or to the Board of Education, or to both. An appeal to a committee will be conducted immediately after a request is made. An appeal to the Board of Education must be made in writing to the Superintendent within three (3) school days (of the date of suspension). A hearing before the Board of Education shall be scheduled within five (5) school days of the date the Superintendent receives notice. In all cases, an investigation will be conducted to determine the guilt or innocence of the student and the reasonableness of the suspension. The student shall have the right at the hearing to hear the evidence against the student, to present relevant evidence and to be represented by counsel. If no notice is given within the prescribed time, the decision of the administrator is final.

This information on **Student Suspensions** and **Appeals** is presented as a summary and is intended to serve as guidelines for students to follow. Adult students are expected to follow the same guidelines in addition to complying with all requirements of participating in Federal Financial Assistance. A complete policy is available upon request.

SEARCH AND DETENTION

An Administrator shall have the authority to detain and authorize the search for dangerous weapons or controlled dangerous substances of any student or students on any school premises or while in transit under the authority of the school or at any function sponsored or authorized by the school. A search shall be conducted by a person of the same sex as the person being searched.

The Administrator authorizing the search shall have authority to detain the student or students to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession, including the authority to authorize any other persons he/she deems necessary to restrain such pupils or to preserve any dangerous weapons or controlled dangerous substances.

Any pupil found to be in the possession of dangerous weapons or controlled dangerous substances may be suspended by the Administrator for a period not to exceed the current school term. Any such suspension may be appealed to the Board of Education of the School District by any pupil suspended after review by the Superintendent.

The Administrator is hereby authorized and directed to make such rules as are necessary for the practical enforcement of the before stated rules and enforcement hereof.

Students shall not have any reasonable expectation of privacy toward School Administrators or Teachers in the contents of a school locker, a student vehicle while parked on school property, desk, or other school property. School personnel shall have access to this school's property to properly supervise the welfare of students.

STUDENT GRIEVANCE PROCEDURE

Purpose

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.

The grievance procedure adopted is designed to handle complaints related to any of the following: An alleged action that is specifically prohibited by state or federal law, including prohibitions against discrimination, sexual harassment and the release of confidential information; also an alleged violation of equal employment opportunity requirements, laws which require the disclosure of certain information, and/or an alleged violation of any other consumer protection law applicable to

Northwest Technology Center and recipients of state or federal funds. Alleged action is contained in the following federal laws:

- Title VII of the Civil Rights Act (Sexual Harassment)
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Family Educational Rights and Privacy Act
- Student Right to Know and Campus Security Act
- Oklahoma Open Records Act
- Age Discrimination Act of 1975

1. An alleged violation of the rules and regulations or the standards of accreditation established for the operation of Northwest Technology Center;
2. An alleged violation of the terms and condition of contracts or agreements established with other entities to provide support services or technical/vocational training to specific individuals or groups; or
3. An alleged violation or inappropriate application of institutional and/or school district policy.
4. Filing Options: Although the grievance procedure is designed to encourage the resolution of complaints at the local level, the provisions of some laws provide the grievant the option of filing a complaint directly with the agency responsible for compliance. When this option is available, the address for filing complaints will be noted with the description of the specific law.
5. Accrediting Agency Option: When a grievance is filed for Title IX or Section 504 of the Rehabilitation Act, a grievant has the option to seek assistance from the appropriate office within the Oklahoma Department of Career and Technology Education:
Oklahoma Department of Career & Technology Education
Stillwater, Oklahoma 74074-4364
1-800-522-5810 or 1-405-377-2000
6. Exceptions: Participants in the federal student financial assistance programs, who are denied aid due to failure to maintain satisfactory academic progress, may file a written appeal with the financial aid office for reconsideration of the suspension due to extenuating circumstances. This appeal procedure, as well as the requirements for reinstatement, are described in the Financial Aid/Consumer Information Handbook available in the financial aid office and online at www.nwtechonline.com.
7. Procedures for appealing grades and for appealing a suspension or expulsion from school are described under the discipline code in this student handbook.

Definitions:

1. Grievance: A formal written complaint, submitted in accordance with the established procedure, alleging a violation of any applicable statute, rule or regulation which requires or prohibits certain actions, a violation of any applicable accreditation standard, a violation of training agreements with other schools/agencies, or a violation or inappropriate application of any school district policy.

2. Grievant: A student, parent, employee or patron of the school district who, individually or collectively, submits a complaint in accordance with the established procedures, alleging a violation of any action under the definition of a grievance.
3. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for the procedures and policies relating to the complaint.
4. Title IX/504 Compliance Coordinator/Grievance Manager: The person(s) designated by the Superintendent to coordinate the efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990. The Title IX/504 compliance coordinator serves as the primary investigator for complaints alleging a violation of any law which prohibits discrimination and serves as the moderator and recorder during hearings. Male and Female Coordinators are designated for each campus with access to either coordinator available to the grievant. The names of the designated individuals for each shall be posted:

Daren Slater/Karen Koehn Alva Campus 1801 South 11 th Alva, OK 73717 (580) 327-0344	Gerald Harris/Debbie Stubsten Fairview Campus 801 Vo-Tech Drive Fairview, OK 73737 (580) 227-3708
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5. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-filing Procedures:

Prior to filing a written complaint, the grievant is encouraged to visit with one of the school's Title IX/504 compliance coordinator/grievance managers. Reasonable effort should be made to resolve the complaint on an informal basis. If the complaint is not resolved under this procedure, then the grievant may continue effort to resolve the complaint under the filing and processing complaints section of these procedures.

Prior to the filing of a written complaint a student should contact his/her instructor. Employees should contact their immediate supervisor. Patrons should contact the Assistant Superintendent and seek to resolve the problem.

Filing and Processing Complaints:

1. The grievant submits written complaint to the Title IX/504 Compliance Coordinator/Grievance Manager stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action.
2. The Title IX/504 Compliance Coordinators notify respondent within 10 days and asks respondent to: confirm, or deny facts; indicate acceptance or rejection of students, employees or patrons requested action; or outlines alternatives.
3. The respondent submits answer to the Title IX/504 Coordinators/Grievance Managers with ten (10) days of receipt of written complaint from same. If the grievant is satisfied, the complaint shall be dismissed, if not:

4. Within 10 days after receiving the respondents answer the Title IX/504 Coordinators/Grievance Managers shall schedule a hearing. The grievant shall appoint one member of the hearing committee, the Coordinator or his/her designated representative will serve on said committee, and those two will appoint a third who will serve as Chairperson, all to be employees of Northwest Technology Center District #10.
5. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the institution within ten (10) days and said Superintendent will thereupon implement said report or provide the grievant reasons in writing why all or any portion of the report will not be implemented.
6. If the grievant continues to be dissatisfied, the decision may be appealed to the Board of Education at which time, within ten (10) days, the report will be reviewed and the Board shall issue its order either affirming, overruling, or modifying said report.
7. In such case as the Superintendent might be the respondent to a grievance, the as yet uninvolved campus coordinator/grievance manager shall be designated as the agent to serve in the place of the superintendent for steps 5 and 6.

General Provisions:

1. Right to File a Complaint: Any person(s), individually or collectively, presenting a grievance or complaint in good faith and in accordance with these grievance procedures, shall be protected from reprisal or harassment for exercising their right to use the grievance procedure.
2. Record of Complaints: In accordance with the Program Integrity provisions of the Higher Education Amendments of 1992 (Title IV, Part H, Subpart II, Accrediting Agency Approval), schools must maintain a record of complaints to be submitted annually to the school's accrediting agency. The complaint records will be reviewed to determine if any complaint indicates a possible violation of accreditation standards. Complaints resolved under the pre-filing procedures are not included as a part of the official record of complaints, nor are they included in the annual report to the Accrediting Agency.
3. Record Retention Requirement: All complaint proceedings, records, and resolutions will be maintained in the office of the Superintendent for five (5) years.
4. Access to Regulations: The area Technology Center shall provide copies of all regulations prohibiting discrimination on the basis of age, race, color, national origin, religion, sex/gender, qualified handicap, or veteran status upon request.
5. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the student's or employee's file.
6. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved should be no more than 90 days.
7. Confidentiality of Hearings: All hearings will be closed except the hearing before the Board of Education.
8. Additional Complaints: No additional complaints may be added after written complaint is submitted. No additional information may be added that was not introduced during the first hearing with the Grievant, Respondent, and Coordinator.

9. Parental Notification: When a grievant who is not 18 years of age files a complaint the parents/guardians will be notified.

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 U.S.A. for Automotive Service, Automotive Collision Repair, Welding & Metal Fabrication, Natural Resources and Restaurant & Food Beverage Services pathways; HOSA for the Therapeutic pathway; and BPA for the Administrative & Information Support and Interactive Media pathways. 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.

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

Field trips and contests are an integral part of the learning process in all areas of career tech education. Such trips are planned by the instructor and approved by the administration. Students are required to have the appropriate forms completed prior to taking field trips.

A list of students participating in a trip will be prepared two (2) weeks in advance by the instructor and made available to the technology center. The home high school principal will be notified of the secondary student's participation in a field trip.

Transportation for all trips will be provided or approved by the administration.

Departure time, return time, and a written trip agenda will be supplied by the instructor to the administration and students.

Only students in good standing with the Northwest Technology Center and home high schools will participate in trips.

Advance arrangements for make-up work by secondary students must be completed with the home high school prior to field trips.

TELEPHONE USAGE

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

Students making calls: A phone is available for students to make outgoing calls before and after class and during breaks.

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

Cell phones/pagers: Cell phones/pagers are not to be on in class or at the OJT worksite at any time.

USE OF DISTRICT COMPUTING RESOURCES

District computing resources are intended for education, training, research, administration, and planning purposes. All persons using computing resources at Northwest Technology Center must read, agree, and sign a computer use "Agreement Form."

BREAKS

Students and instructors will take their breaks together. Breaks are a privilege for students each morning and afternoon session and misconduct can rescind this privilege. Vending machines are

provided for these breaks. Food and drinks are not to be taken out of the approved break areas. Each student is expected to place his trash, cups, candy wrappers, etc., in the trash receptacle. Please help us keep our school clean.

Students shall conduct themselves in a manner which is not disruptive. **Food and drinks are not allowed in the classroom or shop area**, unless authorized by administration. Students are not allowed to leave the building during break. Adult students may access the designated smoking area.

STUDENT LOCKERS

Student lockers are available in most of the classrooms or shop areas for the storage of books, supplies and equipment. Students are expected to keep them in a clean, usable condition. Students shall not have any reasonable expectation of privacy rights towards school administrators or teachers in the contents of a school locker, desk, network storage area, computer storage area, or other school property.

The state of Oklahoma specifically grants school officials access to search school lockers, desks and other school property at any time without reasonable suspicion.

PERSONAL PROPERTY

It is the responsibility of each individual to care for and safeguard personal belongings. At no time is the school responsible for items lost or stolen at school or while at worksite learning.

USE OF TOBACCO

Use or possession of tobacco in any form by secondary students is prohibited while at Northwest Technology Center. HB 1636 – SMOKING IN PUBLIC PLACES ACT

Adults attending training courses, sessions, meetings, or seminars may smoke in designated places.

FIRE AND TORNADO DRILLS

NWTC will conduct 2 fire safety drills per semester and 1 tornado safety drill per year. The fire alarm is signaled by a continuous blast of the alarm. The tornado drill will be signaled by an alert over the intercom system. Instructors will go over the drill procedures with their students at the beginning of each enrollment period.

LOCKDOWN

NWTC will conduct 1 lockdown drill per semester. Instructors will go over the drill procedures with their students at the beginning of each enrollment period.

WORK SITE LEARNING

Work Site Learning is used periodically in each major. In all cases, a written agreement between the student, employer, and instructor will be made. Each instructor is responsible for administering work site learning.

CANCELLATION OF CLASSES/EMERGENCIES

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

ASBESTOS STATEMENT

With regard to the Asbestos Hazard Emergency Response ACT (AHERA) and related Oklahoma and Federal regulations, Northwest Technology Center sites are in compliance. The management plan is on file for public inspection in the Business Offices during regular business/school hours.

POLICY NOTIFICATION

It is the policy of the Board of Education of Northwest Technology Center, District #10 of Woods County, Oklahoma, that no person shall on the grounds of race, color, religion, national origin, sex/gender, age, marital or veteran status, or a qualified person with a disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education pathway or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible.

The successful achievement of the non-discrimination policy shall be the function and responsibility of the Board of Education, the Administration, and all employees of the District. Inquiries concerning application of this policy may be referred to Compliance Coordinator/Grievance Manager, Northwest Technology Center, 1801 South 11th, Alva, Oklahoma 73717, (405) 327-0344 or Compliance Coordinator/Grievance Manager, Northwest Technology Center, 801 Vo-Tech Drive, Fairview, Oklahoma 73737, (405) 227-3708.

STUDENT HEALTH POLICIES

- The District does not provide medical care for students. Students are encouraged to seek health counseling or medical care when indicated. Medical and dental appointments should be made after school hours, if possible.
- Students are responsible for their own medical expenses for illness or injury. It is suggested that each student carry hospitalization insurance. In case of illness or emergency, each student must call upon his/her own physician.
- The District accepts no liability if a student is injured while participating in work site learning activities. If injured at school, he/she should report to the first aid responder. If injured during on-the-job activities, the student should report to the instructor and follow the policies of the workplace. Students will be responsible for costs incurred.

LEGAL ISSUES:

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

VOTER REGISTRATION:

Voting for elective offices is a privilege enjoyed by Americans at 18 years of age. In accordance with this right, voter registration forms are available for all students in the school office.

DISTRIBUTION OF PRINTED MATERIALS

No printed matter or literature may be distributed on any property of NWTC without prior approval of the school officials as authorized by the Board of Education to make decisions in such matters.

CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT

Students are responsible for the care of all school-owned property that is assigned to them. If items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for replacement.

CHEATING/PLAGIARISM

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

PUBLIC DISPLAYS OF AFFECTION

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

INAPPROPRIATE LANGUAGE

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

PERSONNEL

DIRECTOR OF COMMUNICATION & MARKETING

Alva and Fairview Campuses

BARTON, MELINDA

ASSISTANT FINANCIAL OFFICER

Alva Campus

BITTLE, LIZ

SUPERINTENDENT

Alva and Fairview Campuses

BOWEN, JANE

ASSISTANT NETWORK/INFORMATION SERVICES

Fairview Campus

BRIANT, MARCIA

SERVICE TECHNOLOGY

Fairview Campus

BULLER, JON

HEALTH CAREERS CERTIFICATION

Fairview Campus

BUTTON, DEBRA

CENTRAL OFFICE/ATD SECRETARY

Fairview Campus

BYMASTER, SUSAN

ECONOMIC DEVELOPMENT DIRECTOR

Alva Campus

COOK, SONJA

PROJECT HOPE/CO-COORDINATOR

Alva Campus

CORDER, SHARON

MAINTENANCE

Alva Campus

CRAWFORD, DAN

WEB DEVELOPMENT & GRAPHIC DESIGN

Alva Campus

FRASCHT, TAMI

BUSINESS & INFORMATION TECHNOLOGY

Fairview Campus

FULLER, LISA

BUSINESS & INDUSTRY SERVICES COORDINATOR

CHARLOTTE

Alva Campus

HADWIGER,

SAFETY COORDINATOR/TRAINER

Alva and Fairview Campuses

HAIGHT, LEN

MANUFACTURING TECHNOLOGY

Fairview Campus

HANSEN, KENNETH

ASSISTANT FINANCIAL OFFICER

Fairview Campus

HARDER, JANICE

ASSIST. SUPERINTENDENT/CAMPUS DIRECTOR/ COMPLIANCE COORDINATOR Fairview Campus	HARRIS, GERALD
MAINTENANCE/HOUSEKEEPER Fairview Campus	HUEBERT, RENITA
CENTRAL OFFICE SECRETARY Alva Campus	HOFEN, EVELYN
AGRICULTURAL BUSINESS MANAGEMENT Alva and Fairview Campuses	HOLT, BARCLAY
BUSINESS & INDUSTRY SERVICES DIRECTOR Fairview Campus	KLIEWER, STEVE
GUIDANCE COUNSELOR Alva Campus	KOEHN, KAREN
CENTRAL OFFICE SECRETARY Alva Campus	KREIGH, JESSICA
BUSINESS & INFORMATION TECHNOLOGY Alva Campus	LONG, ANDREA
GUIDANCE COUNSELOR Fairview Campus	LOVELL, PATRICIA
FINANCIAL AID DIRECTOR Alva and Fairview Campuses	LOVELL, PATRICIA
MAINTENANCE Fairview Campus	LOWDER, BRUCE
WEB DEVELOPMENT & GRAPHIC DESIGN Fairview Campus	McCLURE, AMY
BUSINESS MANAGER Alva and Fairview Campuses	MARTIN, GINA
CENTRAL OFFICE SECRETARY Alva Campus	NICKEL, KATE
AUTO COLLISION Alva Campus	OWEN, JEFF
AUTOMOTIVE TECHNOLOGY Alva Campus	RADER, RON
MAINTENANCE Alva Campus	SHELITE, GUS

ACADEMIC CAREER CENTER COORDINATOR
Alva Campus

SHIRLEY, JUDI

**ASSISTANT SUPERINTENDENT/
CAMPUS DIRECTOR/COMPLIANCE COOR.**
Alva Campus

SLATER, DAREN

ACADEMIC CAREER CENTER COORDINATOR
Fairview Campus

STUBSTEN, DEBRA

**BUSINESS & INDUSTRY SERVICES
HEALTH COORDINATOR**
Alva and Fairview Campuses

THOMAS, TARA

AUTOMOTIVE TECHNOLOGY
Fairview Campus

WATSON, BOBBY

NETWORK/INFORMATION SERVICES MANAGER
Alva and Fairview Campuses

WEDER, SHAYLYN

HEALTH CAREERS CERTIFICATION
Alva Campus

WHITE, SARAH

BOARD MEMBERS:
RUSSELL;

DENNIS BUSHMAN; STAN KLINE; DEAN MEYER; TOM
BUTCH EDINGFIELD



**ALVA CAMPUS
CALENDAR FOR 2009-2010**

AUGUST 3.....	FIRST DAY OF CONTRACT
AUGUST 4-6.....	SUMMER CONFERENCE AT OKC
AUGUST 10.....	PROFESSIONAL DAY
AUGUST 11.....	PROFESSIONAL DAY
AUGUST 12.....	FIRST DAY OF SCHOOL
SEPTEMBER 7.....	LABOR DAY - NO SCHOOL
SEPTEMBER 18.....	NO SCHOOL-PROFESSIONAL DAY
OCTOBER 14.....	END OF 1ST QUARTER (44 DAYS)
OCTOBER 15-16.....	FALL BREAK - NO SCHOOL
OCTOBER 19.....	1 ST DAY OF 2 ND QUARTER
NOVEMBER 25-27.....	THANKSGIVING BREAK - NO SCHOOL
DECEMBER 18.....	END OF 2 ND QUARTER (42 DAYS)
.....	END OF 1 ST SEMESTER (86 DAYS)
DECEMBER 21 - JANUARY 1.....	CHRISTMAS BREAK - NO SCHOOL
JANUARY 4, 2010.....	NO SCHOOL - PROFESSIONAL DAY
JANUARY 5, 2010.....	1 ST DAY OF 3 RD QUARTER
.....	2 ND SEMESTER BEGINS
JANUARY 18.....	NO SCHOOL-PROFESSIONAL DAY
MARCH 12.....	END OF 3 RD QUARTER (48 DAYS)
MARCH 15-19.....	SPRING BREAK - NO SCHOOL
MARCH 22.....	1 ST DAY OF 4 TH QUARTER
APRIL 2.....	SNOW DAY - NO SCHOOL
MAY 18.....	END OF 4 TH QUARTER (41 DAYS)
.....	END OF 2 ND SEMESTER (89 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 19-21.....	SNOW DAYS (IF NEEDED)
MAY 28.....	TEACHER'S LAST DAY OF CONTRACT
MAY 31.....	MEMORIAL DAY

PROFESSIONAL DAYS

SUMMER CONF OKC.....	AUGUST 4-6	3
PROFESSIONAL DAYS.....	AUGUST 10-11	
.....	SEPT 18, JAN 4, 18	5

DAYS NOT TAUGHT

LABOR DAY.....	SEPTEMBER 7	1
FALL BREAK.....	OCTOBER 15-16	2
THANKSGIVING.....	NOVEMBER 25-27	3
CHRISTMAS.....	DEC 21- JAN 1	10
SPRING BREAK.....	MARCH 15-19	5
SNOW DAYS.....	APRIL 2	4
.....	MAY 19-21	
MEMORIAL.....	MAY 31	1

SCHEDULE FOR SCHOOL DAY

8:45 A.M. - 11:30 A.M.....	MORNING SESSION
11:45 A.M. - 12:45 P.M.....	NOON HOUR
12:45 P.M. - 3:30 P.M.....	AFTERNOON SESSION



**FAIRVIEW CAMPUS
CALENDAR FOR 2009-2010**

AUGUST 3.....	FIRST DAY OF CONTRACT
AUGUST 4-6.....	SUMMER CONFERENCE AT OKC
AUGUST 10-11.....	PROFESSIONAL DAYS
AUGUST 17.....	FIRST DAY OF SCHOOL
SEPTEMBER 7.....	LABOR DAY - NO SCHOOL
OCTOBER 14.....	END OF 1ST QUARTER (42 DAYS)
OCTOBER 15-16.....	FALL BREAK - NO SCHOOL
OCTOBER 19.....	1 ST DAY OF 2 ND QUARTER
NOVEMBER 25-27.....	THANKSGIVING BREAK - NO SCHOOL
DECEMBER 21 - JANUARY 1.....	CHRISTMAS BREAK - NO SCHOOL
JANUARY 4, 2010.....	END OF 2ND QUARTER (43 DAYS)
.....	END OF 1 ST SEMESTER (85 DAYS)
JANUARY 5.....	1 ST DAY OF 3 RD QUARTER
.....	2ND SEMESTER BEGINS
JANUARY 18.....	NO SCHOOL-PROFESSIONAL DAY
FEBRUARY 22.....	NO SCHOOL-PROFESSIONAL DAY
MARCH 12.....	END OF 3RD QUARTER (47 DAYS)
MARCH 15-19.....	SPRING BREAK - NO SCHOOL
MARCH 22.....	1 ST DAY OF 4 TH QUARTER
APRIL 2.....	HOLIDAY - NO SCHOOL
MAY 20.....	END OF 4 TH QUARTER (43 DAYS)
.....	END OF 2 ND SEMESTER (90 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 28.....	TEACHER'S LAST DAY OF CONTRACT
MAY 31.....	MEMORIAL DAY

	<u>PROFESSIONAL DAYS</u>	
SUMMER CONF.OKC	AUGUST 4-6	3
PROFESSIONAL DAYS	AUGUST 10-11	
	JANUARY 18	
	FEBRUARY 22	4

	<u>DAYS NOT TAUGHT</u>	
LABOR DAY	SEPTEMBER 7	1
FALL BREAK	OCTOBER 15-16	2
THANKSGIVING	NOVEMBER 25-27	3
CHRISTMAS	DEC 21- JAN 1	10
SPRING BREAK	MARCH 15-19	5
HOLIDAY	APRIL 2	1
MEMORIAL DAY	MAY 31	1

	<u>SCHEDULE FOR SCHOOL DAY</u>	
8:30 A.M. - 11:15 A.M.	MORNING SESSION	
12:45 P.M. - 3:30 P.M.	AFTERNOON SESSION	