

# **NORTHWEST TECHNOLOGY CENTER STUDENT INFORMATION**

REVISED June 5, 2003

Welcome to Northwest Technology Center. Your enrollment is a positive step forward toward gainful employment, and the staff wants to wish you well.

Every effort will be made by the faculty and staff of Northwest Technology Center to offer you a quality career and technology education. Your cooperation, attendance, and "hard work" will make this a successful school year.

We urge you to take advantage of the opportunities placed before you in the classroom as well as in the shop areas and laboratories. We are all interested in you as an individual, and we want to help you reach your career goal.

The following information is presented to you in hopes of helping you become more oriented to the school. If you have additional questions concerning the school, do not hesitate to ask for assistance.

## **MISSION STATEMENT**

We provide our customers the training and services needed to succeed in the workplace.

## **PHILOSOPHY AND GOALS**

Northwest Technology Center exists for the purpose of providing the population in the school districts of Aline-Cleo, Alva, Canton, Fairview, Freedom, Ringwood, Seiling, and Waynoka with quality career and technology training.

We believe in the cooperative effort of career and technology education, the comprehensive high school, and higher education to provide a total educational experience for 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 program to fully develop those characteristics.

We believe in developing a partnership between Northwest Technology Center and business and industry. This partnership serves a vital role in providing an educational program that gives students an opportunity to pursue a life style of his or her own choice within their abilities and resources.

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

- \*\* To provide an individualized delivery system which will enable students to acquire the skills, knowledge and attitudes necessary for successful entry level 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, and/or for personal enrichment.
- \*\* To provide a partnership atmosphere among Northwest Technology Center, the comprehensive high schools and other societal agencies.

## **DAY PROGRAM INFORMATION**

Northwest Technology Center is accredited to offer the following daytime classes:

ALVA CAMPUS	Health Careers Certification Business & Information Technology Automotive Technology Auto Collision Technology Occupational Services E-Commerce/Web Services Computer Networking and Repair
FAIRVIEW CAMPUS	Health Career Certification Business & Information Technology Interactive Media Automotive Technology Welding Technology Occupational Services

All of the classes are offered morning and afternoon.

The school year consists of 175 days divided into two semesters (4 nine-week periods). An adult student may attend the morning session or the afternoon session or both. Thus, an adult student can attend 525 hours (175 days x 3 hours) or 1050 hours (175 days x 6 hours) in a school year. All of the daytime classes are designed to be completed in 1050 hours (which can take one or two years depending on the daily schedule).

Secondary students attend either the morning session or afternoon session and may earn 3 credits per year which are applied toward high school graduation requirements.

## **STUDENT ENROLLMENT**

### Secondary Day Enrollments

Junior and Senior students are admitted on the basis of interest, aptitude, need and performance in past school work. Enrollment procedures should be initiated through the student's home high school.

Secondary students below the eleventh grade may enroll 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 tuition free. Secondary students residing out-of-district are required to pay a tuition fee of \$1,800.00 per year.

### Adult Day Enrollment

Adult students who satisfy the following requirements will be admitted:

- \* Must be at least 16 years of age
- \* Must have a high school diploma or G.E.D. certificate (or meet provisions of the "ability to benefit")
- \* Complete assessment by Northwest Technology Center which includes testing, interpretation of results, career counseling and placement in program

### Evening Enrollment

Announcements concerning offerings and enrollment dates will be made on a service-area basis. 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 by Northwest Technology Center.

### Enrollment Priorities in Day Programs:

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 program) will have highest priority.
2. 50% of the remaining slots will be allotted to secondary students residing in the District. 50% will go to adult students residing in the District and will be filled in the following order:
  - A. Secondary students desiring first year programs
    - \*12<sup>th</sup> grade students
    - \*11<sup>th</sup> grade students
    - \*Other secondary students with special needs-at discretion of administrator
  - B. Adult students desiring first year program
3. Remaining slots will be filled with secondary and adult students residing out-of-district.
4. Any 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.

## **ABILITY TO BENEFIT AND G.E.D. CERTIFICATE**

Adults interested in attending Northwest Technology Center and eligible to receive any Federal Financial Assistance (Title IV Funds) must have earned a high school diploma from an accredited high school or an equivalency certificate (GED) from a state department of education. Enrollment of adults who **do not** have a high school diploma or a GED Certificate is contingent upon the following conditions:

1. Enrollment as a regular student requires a passing score on an independently administered "Ability to Benefit" Test approved by the U.S. Department of Education. Northwest

Technology Center utilizes the Test of Adult Basic Education (TABE), forms 7 and 8.

2. If a passing score on the TABE 7 and 8 is not achieved, the following options are available:
  - A. Student may 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. Student may obtain a GED Certificate and then enroll as a regular student.
  - C. Student may enroll as a "Provisional Student" while pursuing the GED. Under this status, a student would **not** be eligible for a course certificate or financial assistance. This enrollment status will be considered only as availability in the full-time program 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 TABE 7 and 8 is also available through Northwest Technology Center. An Education Enhancement Center (EEC) is available each fall and spring semester to provide computer software and individual tutoring designed to assist students with basic skills.

### **SCHOLARSHIP FOR IN-DISTRICT ADULTS**

Any adult student who graduated from a high school in the Northwest Technology Center District is eligible to receive a **Tuition Waiver Scholarship** to be used to attend a full-time program at Northwest Technology Center. A student who makes application and is approved for the **Tuition Waiver Scholarship** can receive 1050 hours of training, tuition free, to be used within two years of the student's graduation or last date of attendance from an in-district high school (1050 hours is the length of a one-year training program). The training can be taken partially during the 13<sup>th</sup> year and the 14<sup>th</sup> year or totally either year. If the tuition is waived, however, the student is required to pay fees associated with the program. Interested students are required to make application for the scholarship and go through a review process to determine eligibility. The regular enrollment process which includes career assessment would be followed.

### **TUITION WAIVER FOR OKLAHOMA NATIONAL GUARD**

Eligible members of the Oklahoma Army and Air National Guard may be entitled to a tuition waiver while attending a full-time training program at Northwest Technology Center. The waiver is limited to tuition only; the student is responsible for fees related to the program, protective clothing, tools, or other required expenses. The student must fill out an application for tuition waiver and meet the following requirements:

1. Student has been certified as a member in good standing by the Adjutant General,
2. Student is an Oklahoma resident,

3. Student is enrolled in a full-time technology program and enrolled to attend either half-time or full-time,
4. Student meets all enrollment, admission and retention requirements of Northwest Technology Center.

## **REFUNDS**

With written notice of withdrawal:

1. Before the first day of class – 100%
2. Before the tenth day of class – 90%
3. Before the 22<sup>nd</sup> day of class – 50%
4. Before the 44<sup>th</sup> day of class – 25%
5. After the 45<sup>th</sup> day of class – NO REFUND.

Full-time programs are refunded on a pro-rated share. The pro-rated share will be based on the number of hours remaining in the program related to the total length of the semester. Example: Full time student attends 23 days. Student would get a 25% refund.  $\$615 \times 25\% = \$153.75$ . If the student had received a Pell Grant, the cash refund would go back to Pell.

The student can expect a refund to be mailed within (10) working days.

(The official withdrawal date is the date the student has the drop slip signed by the administration or the last date of actual attendance. Failure to withdraw in writing may result in a smaller refund than the student would otherwise receive.) 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 Assistant Superintendent, Northwest Technology Center, 1801 South 11<sup>th</sup>, Alva, OK 73717, or Assistant Superintendent, Northwest Technology Center, 801 Vo-Tech Drive, Fairview, OK 73737.

**VETERANS REFUND POLICY:** The school maintains a policy for the refund of the unused portion of tuition in the event the eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion. Charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition and other charges that the length of the completed portion of the course bears to its total length.

## **STUDENT SERVICES**

### **GUIDANCE AND COUNSELING SERVICES**

Student support services such as career guidance, assessment, job placement, personal counseling, financial aid and basic skills enhancement are available for students.

Students needing support may make an appointment to visit with a counselor. Counselors are available to assist students with challenges such as the following: academic difficulty; occupational choice; personal adjustment; decision making; alcohol or chemical dependence; emotional, marital, and/or financial challenges.

## **ASSESSMENT SERVICES**

All students will participate in a testing program which measures vocational interest, abilities, the basic skills areas of math and communication and work values. These tests will be administered at the beginning of the school year or when a student enrolls. If the results indicate a student is low in reading or math skills, individual and/or group instruction will be scheduled through the Education Enhancement Center to assist the student in acquiring the basic skills necessary for his/her chosen career.

## **EDUCATION ENHANCEMENT CENTER**

The Education Enhancement Center (EEC) provides basic academic support in math, reading, and communication skills related to each student's technology training.

Students may use the computerized, self-paced, integrated learning system to work at their individual ability levels. The ten-station computer network also allows students to write resumes and reinforce employability skills. Other instructional materials are available to assist students in specific technology areas.

All daytime students and evening adult students have access to the Education Enhancement Center. A full-time coordinator continually strives to make the center's resources responsive to the students' needs.

## **ADA STATEMENT**

Any student who has a disability which may prevent him/her from demonstrating his/her abilities should contact the school counselor immediately in order to discuss accommodations necessary to ensure full participation and facilitate his/her educational opportunities.

## **FINANCIAL ASSISTANCE**

See the Financial Aid Director for details. The Financial Aid/Consumer Information can be found online at [www.nwteconline.com](http://www.nwteconline.com).

## **ATTENDANCE**

Students are expected to attend school every day. Regular attendance is essential for good evaluations and success in school work, as well as for future employment opportunities. Attendance will represent at least 10% of the student's final grade.

**For secondary students** it is the responsibility of the parent or guardian to report a student's absence **on the day of the absence** by calling the home high school or the Technology Center. Students will not be allowed to return to school unless notification by phone (or written excuse) has occurred. **Adult students** should present acceptable reason(s) for non-attendance.

After a student has been absent, an admit slip must be obtained from the office before going to class. Again, notification from the parents or home school for secondary students or presentation of an acceptable reason for adult students is required before an admit slip will be issued.

One of the student's foremost duties of the school year is doing a good job in the classroom. This requires a good attendance record, just as an employer would expect his employees to be on the job every day. It is the responsibility of the student to see that work is made up in a reasonable amount of time following an absence.

**Absences are recorded as such. There are NO excused absences or unexcused markings recorded.**

Examples of extenuating circumstances:

1. Personal illness with verification from doctor.
2. Death in the family.
3. Professional appointments (doctor, dentist, etc.)
4. For secondary students, a home school sponsored activity approved by the administration.
5. Other reasons justified by the administrative office.

Examples of circumstances NOT to be extenuating:

1. Truancy.
2. Leaving school without proper clearance from the office.
3. Suspension for infraction of school policies.
4. Forgery of signature on excuses.
5. Work.
6. Missed the bus/car trouble.
7. Shopping.
8. Beauty shop/barber.
9. Oversleeping.

**MINIMUM ACCEPTABLE ATTENDANCE:**

Students who have not been in attendance a minimum of ninety (90) percent of the nine weeks or semester period shall not receive a passing grade. Satisfactory progress for a student receiving any type of financial aid will be as follows: A cumulative attendance of 90%, maintenance of a C average and completion of 20% of the course EACH nine weeks. Adult students receiving Veterans Benefits will experience "Interruption From Training" at this point.

Missing School because of school activities for secondary students, illness (confirmed by a doctor's statement), or absences deemed to be unavoidable by the school administrator will not be charged against the minimum attendance requirement.

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

Attendance reports of secondary students will be phoned daily and mailed weekly to the home school. Parents will be notified when a student is absent without consent of the parent (or guardian). In compliance of the Oklahoma "Truancy Law," the office of the district attorney will be notified when a student is chronically truant or is absent four (4) days or parts of days within a four week period or for ten (10) days or parts of days within a semester. If adult students are attending on financial aid, the proper agency will be notified weekly of the adult student's attendance.

### **TARDY POLICY**

Students who are tardy to class must obtain an admit slip from the office. Each three tardies will constitute an absence which could result in grade penalties and/or credit for the program being withheld.

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

1. Conference with student
2. Notification of parents (if secondary student)
3. Isolation – "Alternative Placement"
4. Make up time
5. Dismissal from school

### **REPORT OF STUDENT PROGRESS**

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

Secondary students' weekly eligibility will be checked each Friday, and a report will be 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 on the first Wednesday after the nine week grading period. 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.

### **REQUIREMENTS FOR CONTINUING ENROLLMENT**

All students are expected to make progress toward satisfactory completion of the course of study in order to be eligible to continue enrollment. Satisfactory progress is considered to be a cumulative grade point average of 2.0 or better and maintenance of minimum attendance standards and completion of an

acceptable percentage of the program. Example: attend one semester – complete 40% of the program. A student who fails to make satisfactory progress will be placed on scholastic probation for one grading period. If at the end of one grading period's probation the student has not achieved a 2.0 grade point average, the student will not be permitted to continue enrollment in the same course of study. The student may change to another course of study with permission from the school administrator.

## **EDUCATIONAL RECORDS**

Each student will have a permanent file that will contain appropriate educational records such as grades, evaluations, 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Northwest Technology Center maintains an educational record for each student who is or has been enrolled at Northwest Technology Center. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereafter "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 Northwest Technology Center's policy.
- 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 Northwest Technology Center's policy statement, a copy of which may be obtained in the Office of the Assistant Superintendent.

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

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 directed to the office of the Assistant Superintendent. Copies of the complete policy are available upon request.

### **GRADES**

Grades are issued on the basis of:

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

Each department has developed its own evaluation system. Attendance is part of each department's grading system.

Appropriate agencies will be notified of student progress and attendance.

### **CERTIFICATE OF COMPLETION**

Northwest Technology Center will issue a certificate to each student who meets all requirements and successfully completes the training program. Students will be recognized for outstanding achievement and outstanding attendance. Students passing certified competency tests will be given appropriate certification.

### **DRESS CODE**

The administrative and instructional staff at Northwest Technology Center, in addition to teaching marketable skills, 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 programs be clean and neatly groomed at all times. Any clothing that causes disruption of the educational process or presents a safety concern will not be allowed. In addition, a student's general appearance (clothes, hair, jewelry, etc.) should not be a distraction from the educational activities being conducted. Students 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 and similar type clothing are prohibited. Students are required to wear clothing and safety devices compatible to the nature of the training program. Students who 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, distribution, and/or use 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 the following:

- Slowing of 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, distribution, and/or use of illicit 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 and/or 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 continuing a good faith effort to maintain a drug-free school. Throughout the school year, students will be required to attend drug awareness programs which will educate students about the dangers of drug abuse, available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the school's “Drug-Free Program”.

Parents of secondary students will be given a copy of the “Drug-Free School and Workplace” Program and notified that compliance by the students is mandatory.

## **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 Northwest Technology Center Campuses in Alva or Fairview. To report a possible crime, a victim or witness needs to contact the Assistant Superintendent in Alva or 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.

Northwest Technology Center's Campus Security Report contains information on the following:

Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of offenses reported to campus security authorities or local police for the following:

- \* Murder and non-negligent manslaughter
- \* Robbery
- \* Forcible and Non-forcible Sex Offenses
- \* Burglary
- \* Negligent Manslaughter
- \* Aggravated Assault
- \* Motor Vehicle Theft
- \* Arson

Statistics 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)

Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of offenses reported to campus security authority or local police for the following: Liquor law violations, drug law violations, and illegal weapons possession; or persons referred for campus disciplinary action for such violations.

The report is available on line at [www.nwtechonline.com](http://www.nwtechonline.com) in the Financial Aid/Consumer Information Handbook or a hard copy is available upon request.

### **COMPLETION RATES/RIGHT TO KNOW**

Northwest Technology Center computes the completion rate of certificate-seeking, first time, full-time students who complete the program within 150% of the normal time for completion. A transfer-out rate is also computed. Report is prepared by the Financial Aid Director annually no later than July 1 immediately following the date that 150% of normal time for cohort's completion has elapsed. The report is available on line at [www.nwtechonline.com](http://www.nwtechonline.com) in the Financial Aid/Consumer Information Handbook or a hard copy is available upon request.

### **WEAPON FREE SCHOOL**

Northwest Technology Center is in compliance with the Weapons Free School Act. Any student who uses or possesses a firearm or weapon at school, any school sponsored event, or on school property will be removed from school for not less than one full calendar year. The weapon will be confiscated and turned over to the proper law enforcement agency. A copy of this complete policy is available upon request.

### **SEXUAL HARASSMENT**

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

Students or employees should report incidents of possible harassment to school officials who will investigate.

A copy of the complete policy on sexual harassment is available upon request.

## **CODE OF CONDUCT**

Personal development and individual growth are very important parts of one's experience at Northwest Technology Center. We hope that pride in oneself and in one's school will be apparent to fellow students and instructors. All students are expected to conduct themselves in an appropriate manner at all times. Please help us maintain a "Safe School" – your input is appreciated!

Some examples of misconduct include the following:

- Disruption of school and/or class
- Abusive language/profanity
- Assault
- 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 Northwest Technology Center can lead to suspension. Any secondary student suspended from the home school is automatically suspended from Northwest Technology Center. The student will not be reinstated until said student is reinstated in the home school and Northwest Technology Center is notified by the local school official of what has taken place. The home school will be notified of any disciplinary condition that exists at Northwest Technology Center.

## **DISCIPLINE POLICY**

All students' 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.

Each student has a right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and devoted to providing ample opportunity to acquire knowledge and skills. Rules and regulations are necessary for the development and maintenance of this orderly and safe school environment.

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  
Alternative Placement  
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.

## **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, wireless telecommunications device, 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 program. 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 program 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 Educational Plan (IEP) 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 a Northwest Technology Center program will be evaluated to determine if it is appropriate.

### **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 teachers, to the Board of Education, or to both. An appeal to a committee will result in a hearing conducted immediately. 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 of **Suspensions** and **Appeals of Suspension** 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**

A school official shall have the authority to detain and authorize the search for dangerous weapons or controlled dangerous substances of any student on any school premises, 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. The administrator shall have the authority to authorize any other persons he/she deems necessary to restrain such pupils or to preserve dangerous weapons or controlled dangerous substances.

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 thereof.

School officials have the right to search the content of school lockers, desks, or other school property in order to properly supervise the welfare of students.

## **STUDENT GRIEVANCE PROCEDURE**

Northwest Technology Center maintains a grievance procedure whereby a student can register a complaint alleging a violation, misinterpretation or inequitable application of an established policy. This grievance procedure shall be initiated only after all normal procedures have been exhausted (this means discussion between the student and teacher and/or administration). Such grievance will not include grades, nor will it include an appeal of suspension (the procedure for which is provided in this handbook). A complete copy of the grievance policy will be made available upon request.

## **CAREER TECH STUDENT ORGANIZATION**

Career and Technology organizations are provided to promote activities for citizenship and leadership development. The student activities conducted during the year are an integral part of the curriculum. 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 and Technology 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.

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

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

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.

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

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from school, a withdrawal form should be picked up in the administration office and executed properly. All signatures of approval are required. Failure to sign a withdrawal form may result in a smaller refund than the student would otherwise receive.

## **TELEPHONE USAGE**

Students of the Northwest Technology Center will be called from class for telephone usage only in cases of emergency. Messages will be taken and delivered from the administration office. Students should not make calls from Northwest Technology Center unless permission is granted in the administration office or by their instructor. Wireless devices may not be used on campus without permission of the classroom teacher or administrator.

## **STUDENT DRIVING AND PARKING**

Student vehicles are to be parked in the area on the south and east of school building at the Alva Campus and west of school at the Fairview Campus. Vehicles are to remain parked until time to leave unless permission is secured. Drivers should use extreme caution when entering and leaving the parking area. Reckless driving or speeding will not be tolerated.

## **BREAKS**

All classes will be allowed a ten-minute break to be taken in the student lounge and patio area. No food or drink should be taken from this area. Students are responsible for their own change for the vending machines. Students should not sit in vehicles during breaks. All students are expected to cooperate in keeping the lounge area and the grounds clean and attractive.

## **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 smoking areas.

## **FIRE AND STORM DRILLS**

Fire drills and storm drills are held periodically to insure the safety of all students in an emergency. Evacuation plans for fire drills and shelter plans for storm drills are posted in each room. Students should be familiar with emergency procedures.

## **ON THE JOB TRAINING**

On the job training is used periodically in each program. In all cases, a written agreement between the student, employer, and instructor will be made. Each instructor is responsible for administering O.J.T.

## **LEAVING SCHOOL DURING THE SCHOOL DAY**

All students must stop at the administration office and check out when it is necessary to leave school before the class is over. Leaving school without permission can result in disciplinary action.

## **CANCELLATION OF CLASSES**

The Assistant Superintendent will make the decision to change from a normal school day due to weather or unexpected circumstances. Announcements will be made on local radio, OKC T.V. channels 4,5, & 9, and local T.V. channel.

## **DISPENSING MEDICINES**

Students must notify the administration office of any medication (both prescription and over-the-counter) that is being taken. Arrangements will be made for dispensing the medication.

## **POLICY NOTIFICATION**

It is the policy of the Northwest Technology Center that no person shall on the grounds of race, color, religion, national origin, sex, 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 program or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board of Education of Northwest Technology Center is responsible. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquires concerning application of the policy may be referred to:

Compliance Coordinator/Grievance Manager  
Northwest Technology Center  
1801 11<sup>th</sup> Street  
Alva, Oklahoma 73717  
580-327-0344

or  
Compliance Coordinator/Grievance Manager  
Northwest Technology Center  
801 Vo-Tech Drive  
Fairview, Oklahoma 73737  
580-227-3708

## **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."

## **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 injuries. 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 on the -job training 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 health care facilities will do a background check with 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.
- “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 arrest 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 such facility or home makes an offer of employment to a nurses aide or other person.

If the results of a criminal check reveal that an applicant for employment at a facility or home has been **convicted of any of the following offenses, the facility or home shall not hire the person:**

- a. Assault, battery or assault and battery with a dangerous weapon
- b. Aggravated assault and battery
- c. Murder or attempted murder
- d. Manslaughter, except involuntary manslaughter
- e. Rape, incest or sodomy
- f. Indecent exposure and indecent exhibition
- g. Pandering
- h. Child abuse
- i. Abuse, neglect or financial exploitation of any person entrusted to his care or possessions
- j. Burglary in the first or second degree
- k. Robbery in the first or second degree
- l. Robbery or attempted robbery with a dangerous weapon, or imitation firearm
- m. Arson in the first or second degree
- n. Unlawful possession or distribution, or intent to distribute unlawfully, Schedule I through V drugs as defined by the Uniform Controlled Dangerous Substances Act
- o. Grand larceny
- p. Petit larceny or shoplifting within the past seven (7) years

Individuals who have been convicted of any of the above offenses, will be required to withdraw from the nurse aide training program, if that is a part of their career track.

**This handbook is certified to be true and correct.**

**NORTHWEST TECHNOLOGY CENTER  
HANDBOOK  
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## PERSONNEL

BARTEL, CHRIS	WELDING INST. - F	
BARTON, MELINDA	DIR. OF COMM. & MARKETING - B	
BITTLE, LIZ	ASST. FINANCIAL OFFICER - A	
BOWEN, JANE	ASSISTANT SUPERINTENDENT - F	
CAREY, DEBRA	HEALTH CAREERS CERTIFICATION-F	
COOK, SONJA	ECON. DEV. ADM. ASST. - A	
CORDER, SHARON	COORD. PROJECT HOPE - A	
CRAWFORD, DAN	MAINTENANCE - A	
DANIELSON, TOM	MAINTENANCE - A	
DIETZ, KATE	ATD COORDINATOR - A	
FORELL, GUY	BIS COORDINATOR - A	
FORELL, KELLY	AGRI-BUSINESS MANAGEMENT - B	
FRASCHT, TAMI	E-COMM/WEB SERVICES INST. - A	
FULLER, LISA	BUSINESS & INFORMATION INST.-F	
GOSS, MARGARET	OCCUPATIONAL SERVICES - A	
HABBERSHAW, GLENACE	ENHANCEMENT CENTER COORD. - F	
HARDER, JANICE	SECRETARY - F	
HOFEN, EVELYN	BUSINESS & COMPUTERS INST. - A	
HUGHES, DWIGHT	ASSISTANT SUPERINTENDENT - A	
KIRTLEY, JUDY	INTERACTIVE MEDIA INST. - F	
KLIEWER, STEVE	BIS COORDINATOR - F	
KOEHN, KAREN	COUNSELOR - A	
LOVELL, PATTY	FINANCIAL AID /COUNSELOR - B	
LOWDER, BRUCE	MAINTENANCE - F	
MARTIN, GINA	BUSINESS MANAGER - A	
OWEN, JEFF	AUTO COLLISION INST. - A	
PAYNE, MIKE	ECON. DEVELOP/DIRECTOR - A	
RADER, RON	AUTO TECHNOLOGY INST. - A	
ROBERTS, FREELIN	SUPERINTENDENT - A	
	ADMINISTRATIVE ASST. - A	
ROSS, ROBIN	JOB DEVELOP/CAREER SPEC. - A	
SACKET, OLIVIA	MAINTENANCE - F	
SCHWERDTFEGER, TRACI	ENHANCEMENT CENTER COORD. - A	
SHAKLEE, SHIRLEY	ADMINISTRATIVE SECRETARY - F	
WALDSCHMIDT, DIANNA	BIS/HEALTH SERVICES COORD. - A	
WEAVER, CLINT	AUTO TECHNOLOGY INST. - F	
WEBER, KAY	OCCUPATIONAL SERVICES - F	
WEBER, STEVE	NETWORK/INFO SER. MANAGER - B	
WEDER, SHALYN	COMPUTER REPAIR & NETWORKING-A	
WHITEHEAD, DENISE	COORD. PROJECT HOPE - A	
<b>Alva Campus = A</b>	<b>Fairview Campus = F</b>	<b>Both = B</b>

**BOARD MEMBERS:** CONNIE GARRISON; DEAN MEYER; TOM RUSSELL;  
DAN SHORTER; BOB VANMETER