STUDENT HANDBOOK
2014-15

Great Plains Technology Center will observe one minute of silence each school day pursuant to S.B. 815. The time will be announced by a designated tone on the public address system.

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Great Plains Technology Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Boulevard, Lawton, OK or 2001 E. Gladstone, Frederick, OK.

Title IX Coordinators/Compliance Officers
Lawton campus - Karen Bailey and James Bishop
Frederick campus – Nancy Hasley and Gary Tyler

This school is authorized under Federal law to enroll nonimmigrant alien students.

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. A Management Plan is on file in Building 500 of the Comanche County Campus.

Manuel del Estudiante

Great Plains Technology Center podrá observar un minuto de silencio cada día conforme S.B. 815. El tiempo será anunciado por un tono señalado en el sistema de megafonía.

Centro de tecnología de Great Plains no discrimina basándose en raza, color, origen nacional, sexo/género, edad o discapacidad en la admisión a sus programas, servicios o actividades, en el acceso a ellos, en el tratamiento de las personas o en cualquier aspecto de sus operaciones. Centro de tecnología de Great Plains también no discrimina en sus prácticas de contratación o empleo.

Este aviso se proporciona como es requerido por el título VI de la ley de derechos civiles de 1964, sección 504 del Acta de rehabilitación de 1973, Título IX de las enmiendas de Educación de 1972, la ley de discriminación de edad de 1975 y las Americans with Disabilities Act de 1990. Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes se remitan a los coordinadores de cumplimiento designado en Great Plains Technology Center, 4500 W. Lee Blvd., Lawton OK or 2001 E. Gladstone, Frederick, OK.

web site: www.greatplains.edu                email address for information: info@greatplains.edu
# Table of Contents

Minute of Silence .................................... 1  
Non-Discriminatory Statement ................ 1  
Title IX Coordinators ............................... 1  
Purpose of Handbook ............................. 3  
Introduction ............................................. 3  
Accreditation ........................................... 4  
Board of Education Members.................. 5  
Administration ......................................... 5  
Map of the School (Comanche Co.) ........ 6  
Map Directory (Comanche Co.) ................... 7  
Comanche Co. Campus Calendar............... 8  
Tillman/Kiowa Co. Campus Calendar .......... 9  
Map of the School (Tillman/Kiowa Co.) ....... 10  
Instructors & Support Staff ............... 11-14  
Student Support Services ..................... 15  
Requesting Accommodations for Adult Students with Disabilities .......... 16  
Delegation of Authority ......................... 17-18  
Student Records ..................................... 19-23  
Student Behavior .................................... 23-28  
Bullying/Cyber Bullying ............... 25  
Sexual / Racial Harassment ................. 26  
Tobacco or Vapor Use/Possession ....... 28  
Drugs/Alcohol Use/Possession .............. 28  
Possession/Use of Weapons ................. 29  
Assault on Student/School Personnel ........ 30  
Temporary Suspension ......................... 30  
Expulsion Process ................................. 31  
Emergency Suspension ......................... 33  
Grievance Procedure .............................. 33  
Student Right to Demonstrate .............. 34  
Distribution of Printed Material ........... 34  
Trespassing on School Property .......... 34  
Visitation in Classrooms ...................... 34  
Offenses Near the School ................. 34  
Searches ................................................. 35  
Vandalism ................................................. 36  
Drug Free Policy .................................... 36  
Secondary Attendance & Grading Policy ................................................................ 36  
Adult Attendance & Grading Policy ...... 37-38  
Report Cards & Transcripts ................... 38  
Competency Verification ....................... 38  
Requirements for Continuing Enrollment .................................................................. 38  
Withdrawal and Final Clearance ........... 39  
Re-Admission Policy .............................. 39  
Refund Policy .......................................... 39  
Insurance ..................................................... 40  
Telephone ................................................. 40  
Testing ......................................................... 40  
Transportation / Cars / Parking .......... 40  
Leaving Campus ........................................ 40  
Visitors ......................................................... 40  
Identification Badges ............................. 40  
Care of Books and Equipment .............. 41  
Alarms ......................................................... 41  
Diabetic Medical Management ............. 41  
Emergency Management ......................... 41  
Internet Use Policy ........................... 41-42  
Social Media Policy ............................ 43-44  
Student Right to Know ......................... 45  
Crime Statistics ....................................... 45  
Policy on Reporting Crimes ................... 45  
College Credits ........................................ 46  
Financial Aid .............................................. 46-57  
Tuition and Out-of-District Fee .......... 57  
Constitution Day .................................... 57  
Career Tech Student Organizations ...... 57  
Chapter Unit .......................................... 58  
Student Organization Policies and Regulations ......................................................... 58  
Fund Raising .............................................. 58  
Activity Trips ............................................. 58  
Domestic Violence/Violence Against Women ......................................................... 58  
Program Costs ......................................... 59  
Student Consumer Information .......... 60-61  
Index ......................................................... 62
PURPOSE OF HANDBOOK

This handbook has been designed to acquaint the students with the policies, services, and procedures of Great Plains Technology Center. It should be kept as a ready reference to questions that may arise during the school year. Each student is held responsible for these policies throughout the year.

INTRODUCTION

The Great Plains Technology Center is a modern facility with more than 300,000 square feet, which began its training programs in September of 1971. Enrollment has grown steadily and we now serve in excess of 13,000 high school and adult students in both the day and night programs annually. A satellite school in Frederick for Tillman & Kiowa Counties was completed in the fall of 1991.

The Great Plains Technology Center District #9 encompasses 17 school districts. The following high schools send students to the Technology Center.

COMANCHE CAMPUS

Big Pasture
Chattanooga
Eisenhower
Geronimo
Lawton High
MacArthur

Cache
Elgin
Fletcher
Indiahoma
Lawton Christian
Sterling

TILLMAN/KIOWA CAMPUS

Davidson
Grandfield
Tipton

Frederick
Snyder
ACCREDITATION STATEMENT

BOTH STATE AND NATIONAL AGENCIES CURRENTLY CERTIFY FULL TIME CAREER MAJORS AT GREAT PLAINS TECHNOLOGY CENTER.

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:

**NORTH CENTRAL ASSOCIATION COMMISSION ON ACCREDITATION AND SCHOOL IMPROVEMENT (NCA-CASI)**

(National Postsecondary Office) (Oklahoma Postsecondary Office)
9115 Westside Parkway 2500 N. Lincoln Boulevard
Alpharetta, GA 30009 Oklahoma City, Oklahoma 73105
Phone: 888.413.3669 Phone: 405.521.3773
www.ncacasi.org

**OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION**

1500 West 7th Avenue
Stillwater, Oklahoma 74074-4364
Phone: 405.377.2000
www.okcareertech.org

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

<table>
<thead>
<tr>
<th>FULL TIME CAREER MAJOR/PROGRAM</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Respiratory Therapist (CoARC)</td>
<td>Committee on Accreditation for Respiratory Care</td>
<td>1248 Harwood Road, Bedford, Texas 76021-4244</td>
<td>817.283.2835 (<a href="http://www.coarc.com">www.coarc.com</a>)</td>
</tr>
<tr>
<td>Licensed Practical Nurse (ACEN)</td>
<td>Accreditation Commission for Education in Nursing, Inc.</td>
<td>3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326</td>
<td>404.975.5000 (<a href="http://www.nlnac.org">www.nlnac.org</a>)</td>
</tr>
<tr>
<td>Practical Nurse (OBN)</td>
<td>Oklahoma Board of Nursing</td>
<td>2915 N. Classen, Suite 524, Oklahoma City, OK 73106</td>
<td>405.962.1800 (<a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a>)</td>
</tr>
<tr>
<td>Radiologic Technology (JRCERT)</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182</td>
<td>312.704.5300. Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a></td>
</tr>
<tr>
<td>Surgical Technologist (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street, Clearwater, Florida 33756</td>
<td>727.210.2350 (<a href="http://www.caahep.org">www.caahep.org</a>)</td>
</tr>
<tr>
<td>Surgical Technologist (ARC-STSA)</td>
<td>Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting</td>
<td>7108 – C South Alton Way, Centennial, CO 80112-2106</td>
<td>303.694.9262 (<a href="http://www.arcstsa.org">www.arcstsa.org</a>)</td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>National Automotive Technician Education Foundation</td>
<td>101 Blue Seal Drive, Suite 101, Leesburg, VA 20175</td>
<td>703.699.6650 (<a href="http://www.natef.org">www.natef.org</a>)</td>
</tr>
<tr>
<td>Medium / Heavy Diesel Truck Service &amp; Light Repair Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combination Collision Repair Technician (NATEF)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41 Veterans Education and Training</td>
<td>Oklahoma State Accrediting Agency</td>
<td>4545 North Lincoln #281, P.O. Box 53067, Oklahoma City, OK 73152</td>
<td>405.521.3807 Fax: 405.521.4551 (<a href="http://www.ok.gov/saa">www.ok.gov/saa</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHORT TERM COURSES</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency Medical Services</td>
<td>Oklahoma State Department of Health</td>
<td>1000 Northeast Tenth Street, Oklahoma City, OK 73152</td>
<td>405.271.4027 (<a href="http://www.health.state.ok.us">www.health.state.ok.us</a>)</td>
</tr>
<tr>
<td>• Long Term Care Nurse Assistant/ Home Health Aide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td>Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol</td>
<td>P. O. Box 11415, Oklahoma City, OK 73136</td>
<td>405.425.7705</td>
</tr>
<tr>
<td>Paramedic (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street, Clearwater, Florida 33756</td>
<td>727.210.2350 (<a href="http://www.caahep.org">www.caahep.org</a>)</td>
</tr>
<tr>
<td>Paramedic (CoAEMSP)</td>
<td>Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions</td>
<td>8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088</td>
<td>214.703.8445 (<a href="http://www.coaemsp.org">www.coaemsp.org</a>)</td>
</tr>
</tbody>
</table>

ALL PROGRAMS POLICIES AND PROCEDURES ARE AVAILABLE TO THE PUBLIC FOR VIEWING

Revised 06-10-14
FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center! Great Plains is a special place with a strong commitment to your future success. You’ll find opportunities that will help you flourish in your career and encourage you to continue your education.

Our talented teaching staff is professional, caring and dedicated to helping every student. I’m also proud of our student organizations which will provide you an opportunity to meet other students while developing your career skills.

My goal this school year is for you to become better at solving problems, thinking critically and communicating effectively while learning to skillfully use the technology that you’ll find in your career major.

Please call or e-mail if you have a comment or would like to visit. Have a great school year!

Tom Thomas, Ed.D.
Superintendent
COMANCHE COUNTY CAMPUS CLASSROOM AND LAB/SHOP NUMBERS

**MAIN EDUCATION BLDG.**  
Bldg. # 100  
101. Business Office  
102a. Public Information  
103. Pre-Education  
104. Cyber Security Forensics  
105. 3D Animator  
106. Multimedia Assistant / Video Editor  
107. Student Support Svc/Financial Aid  
111. One Stop Enrollment Center / Student Office / Bookstore  
111a. Campus Director/Principal  
111c. Registrar  
112. Activities Coordinator  
119a. Cafeteria  
119b. Wichita Room  
119c. Teachers' Lounge  
120. Culinary Arts  
123. Pre-Engineering  
123e Math/Online Learning  
123g Math Pull-out  
125. Biological Science  
127. Network Technician Associate  
129. Desktop Support Technician  
130. Y.I.E.L.D.  
131. Med./Heavy Diesel  Truck Service & Light Repair Technician  
132. HVAC Technician  
137. LPD Office  
138. Director of Instruction  
139. Accreditation & Planning Coordinator  
141. Robotics Lab  
143. Hospitality Service Assistant  
144/146 Pre-Engineering  
148a Audio/Video Specialist  
150b. Welding Classroom  
155. Structural Welder  
156. Combination Collision Repair Technician  

**WORLEY SEMINAR CENTER**  
Bldg. # 300 (continued)  
312. Instructional Support Services  
314. Pre-Education  
315. Medical Office/Administrative Assistant  
316. Classroom  
317. Classroom  
318. Assessment Center  
319. Assessment Center  

**JOHNSON AUTOMOTIVE CENTER**  
Bldg. # 400  
401. Information Technology Dept.  
401H Safe Room  
408. Automotive Service Technician Classroom - Knight  
415. Automotive Service Technician Classroom - Peters  

**PURCHASING / RECEIVING**  
Bldg. # 500  

**ECONOMIC DEV. CENTER**  
Bldg. # 600  
601. Deputy Superintendent  
602. Office  
603. Office  
604. Office  
605. Office  
606. Office  
607. Office  
608. Office  
609. Office  
610. Office  
611. Office  
612. Office  
613. Office  
614. Classroom  
615. Classroom  
616. Office  
617. Safety Classroom  
618. Safety Classroom  
619. Faculty Lounge  
620. Teleconference Center  
623d. Manufacturing Alliance  
624. Office  
625. Classroom  
626. Classroom  
627. Student Lounge  
628. Shop  
630. Lab  

**WORLEY SEMINAR CENTER**  
Bldg. # 300  
301. Seminar Auditorium  
301a. Seminar Auditorium  
301b. Seminar Auditorium  

**HEALTH CAREERS CENTER**  
Bldg. # 700  
701. Centennial Conference Room  
704. Advanced Respiratory Therapist Clinical Coordinator  
705. Advanced Respiratory Therapist  
707. Advanced Respiratory Therapist Program Director  
709. Surgical Technologist Lab  
710. Director of Academic Affairs & External Relations  
711. Surgical Technologist Clinical Coordinator  
712. First Aid Room  
713. Radiologic Technology Program Director  
715. Student Lounge  
717. Computer Lab  
719. Conference Room  
721. Staff Lounge  
722. Radiologic Technology Lab  
723. Medical Library  
726. Health Careers Lab  
727. Radiologic Technology I  
728. Advanced Respiratory Therapist Lab  
729. Radiologic Technology II  
732. Surgical Technologist  
733. Health Careers Lab  
734. Surgical Technologist Program Director  
735. Nursing Assistant.(Gatlin)  
737. Nursing Assistant (Glasgow)  
752. L.P.N. Traditional  
753. L.P.N./LTCNA Lab  
756. Distance Learning Classroom  
757. L.P.N. Flex  
758. L.P.N. Coordinator  
760. Long Term Care/Nurse Aide  
761. L.P.N. Flex  

**FIREFIGHTER/E.M.T. BUILDING**  
Bldg. # 800  
801. Classroom  
802. Classroom  
803. Basic E.M.T./Firefighter  
804. Classroom  
805. E.M.T. - Lab  
811. E.M.T./Fire Training Bay  

**LAW ENFORCEMENT & EMERGENCY SERVICES BUILDING**  
Bldg. # 900  
- Criminal Justice Officer
# 2014-2015 SCHOOL CALENDAR

**JULY**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Jul 4</td>
<td>Aug 1</td>
<td>Aug 4-5</td>
<td>Aug 6-8</td>
</tr>
</tbody>
</table>

**AUGUST**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEPTEMBER**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOVEMBER**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DECEMBER**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**JANUARY**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEBRUARY**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARCH**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APRIL**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAY**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JUNE**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# GREAT PLAINS TECHNOLOGY CENTER SCHOOL DISTRICT NO 9
## SCHOOL CALENDAR 2014-2015
### Tillman County Campus

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>6 7 8 9 10 11 12</td>
<td>3 4 5 6 7 8 9</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>17 18 19 20 21 22 23</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
<td>2 3 4 5 6 7 8</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>9 10 11 12 13 14 15</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>16 17 18 19 20 21 22</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>26 27 28 29 30 31</td>
<td>23 24 25 26 27 28 29</td>
<td>28 29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>4 5 6 7 8 9 10</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>11 12 13 14 15 16 17</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>18 19 20 21 22 23 24</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>25 26 27 28 29 30 31</td>
<td>29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
<td>3 4 5 6 7 8 9</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>17 18 19 20 21 22 23</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>26 27 28 29 30</td>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

| Independence Day Observance | 10-month Contracts begin | August Conference |
| July 4 | August 1 | August 4-5 |
| August 6-8 | August 12 | First Day of Classes |
| September 1 | Labor Day Holiday | End of First Quarter |
| October 15 | Fall Break | Thanksgiving Holiday |
| October 17-20 | | End of First Semester |
| November 24-28 | Winter Break | Classes Resume/Beginning of Second Semester |
| December 19 | | M.L. King Holiday - No School |
| December 22 - Jan 2 | | Professional Day/President's Day - No Students |
| January 5 | | End of Third Quarter |
| January 19 | | Inclement Weather Day |
| February 16 | | Spring Break |
| March 12 | | Inclement Weather Day |
| March 13 | | Last Day of School for Students |
| March 16-20 | | Last Day of School for 10-Month Teachers - Check-out |
| April 3 | | Memorial Day |
| May 21 | | |
| May 22 | | |
| May 25 | | |
ARCHITECTURE AND CONSTRUCTION CLUSTER
Carpenter/Construction Trade Assistant ................................................................. Tanner Biggs
Electrical/HVAC Assistant .................................................................................... Eli Betancourt
Industrial HVAC Service ......................................................................................... Justin Noble
Lead Carpenter ......................................................................................................... Mike Ferguson
Residential Carpentry .............................................................................................. Mike Ferguson
Residential Electrician’s Assistant ............................................................................ Mike Klein
Residential HVAC Technician .................................................................................. Justin Noble
Unlimited Electrician’s Assistant ................................................................................ Mike Klein

ARTS, A/V & TECHNOLOGY CLUSTER
Digital Graphic Designer ........................................................................................... Bunnie Craddock

BUSINESS, MANAGEMENT & ADMINISTRATION CLUSTER
Executive Administrative Assistant .......................................................................... Nicole Wilson
Medical Office Assistant ........................................................................................... Nicole Wilson

EDUCATION AND TRAINING CLUSTER
Pre-Education ............................................................................................................. Amy Jenkins

FINANCE CLUSTER
Payroll Accounting Clerk ........................................................................................... Nicole Wilson

HEALTH SCIENCE CLUSTER
Advanced Respiratory Therapist Program Director ................................................ Jennifer Schoolfield
Advanced Respiratory Therapist ............................................................................ Wendy Thode
Licensed Practical Nurse Coordinator ...................................................................... LaDonna Meyer
Licensed Practical Nurse Assistant Coordinator ..................................................... Carla Vaden
Licensed Practical Nurse ............................................................................................ Katharine Hamilton
Licensed Practical Nurse .......................................................................................... Tamela Brown Scott
Licensed Practical Nurse ............................................................................................ Diane Phillips
Licensed Practical Nurse ............................................................................................ TBD
Licensed Practical Nurse ............................................................................................. Pam Williams
Licensed Practical Nurse ............................................................................................ Karen Shirey
Long Term Care Aide .................................................................................................. Patrice McClure
Nursing Assistant ......................................................................................................... DeAnn Gatlin
Nursing Assistant ......................................................................................................... Carletta Glasgow
Radiologic Technology Program Director .................................................................. Carrie Baxter
Radiologic Technology ............................................................................................... Donna Madden
Radiologic Technology ............................................................................................... Kelly Smith
Radiologic Technology ............................................................................................... Deborah Ousley
Surgical Technologist Program Director ...................................................................... Ann Tahah
Surgical Technologist .................................................................................................. Cherisise Martin

HOSPITALITY & TOURISM CLUSTER
Culinary Coordinator ................................................................................................. Bryan Cauthon
Culinary Coordinator ................................................................................................. Brenda Ronio
Culinary Hospitality Assistant .................................................................................... Bryan Cauthon
Culinary Hospitality Assistant .................................................................................... Brenda Ronio
Hospitality Service Assistant ....................................................................................... Rafael Quiles
INFORMATION TECHNOLOGY CLUSTER
3D Animator ............................................................................................................................. Jeremy Wright
Cyber Security Forensics Specialist ......................................................................................... Wesley Sloan
Desktop Support Technician ................................................................................................... Jeff Standridge
Network Technician Associate (Server Emphasis) .......................................................... Nicholas Alexander
Multimedia Assistant ....................................................................................................................... Dan Tibbs
Video Producer......................................................................................................................... Dan Tibbs

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY CLUSTER
Basic EMT/Firefighter ................................................................................................................ Nancy Howell
Criminal Justice Officer ........................................................................................................... Buddy Neasbitt

MANUFACTURING CLUSTER
Combination Welder .................................................................................................................. Allen Bellamy

ON-LINE ACADEMIC COURSES
On-line Academics .................................................................................................................. Michael Farrell

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS CLUSTER
PLTW Biomedical Science and Medicine ................................................................................. Jackie Archer
PLTW Biomedical Science and Medicine ..................................................................................... William Schlecht
PLTW Biomedical Science and Medicine ................................................................................ Mary Truex
PLTW Pre-Engineering ........................................................................................................... Michael Farrell
PLTW Pre-Engineering ........................................................................................................ Trecia Karinshak
PLTW Pre-Engineering ............................................................................................................. Todd Wallace
PLTW Pre-Engineering ....................................................................................................... Laurie Schoening

SCORE
Academic Instructor ............................................................................................................... Shereé Fortney
Academic Instructor ................................................................................................................... Chris Helton
Academic Instructor ..................................................................................................................... Amy Horton
Academic Instructor ................................................................................................................ Matthew Lewis
Academic Instructor .............................................................................................................. Larry Turner
Academic Instructor ................................................................................................................... Steve Wolverton
Academic Instructor ................................................................................................................ Penny DeLong
Construction Exploration ...................................................................................................Cayton Snodgras
Tech Exploration Instructor .................................................................................................... William “Trace” Browning

TRANSPORTATION, DISTRIBUTION & LOGISTICS CLUSTER
Automotive Service Technician .......................................................................................... John Knight
Automotive Service Technician ............................................................................................... Bill Peters
Combination Collision Repair Technician ..................................................................................... Tony Josey
Medium/Heavy Diesel Truck Service and Light Repair Technician ............................................ Eric Alexander
TILLMAN/KIOWA COUNTY CAMPUS - INSTRUCTORS

AGRICULTURE FOOD & NATURAL RESOURCES CLUSTER
Agricultural & Machinery Repair Technician ................................................................. Jim Smith

ARCHITECTURE & CONSTRUCTION CLUSTER
Residential Carpentry ........................................................................................................

BUSINESS, MANAGEMENT & ADMINISTRATION CLUSTER
Medical Office Assistant ................................................................................................. Amy Wyatt

FINANCE CLUSTER
Financial Assistant .......................................................................................................... Amy Wyatt
Payroll Accounting Clerk ............................................................................................. Amy Wyatt

HEALTH SCIENCE CLUSTER
Diagnostic Aide and Nurse Assistant ........................................................................... Tricia Billy
Licensed Practical Nurse ............................................................................................... Terri Smith
Nursing Assistant ............................................................................................................ Tricia Billy

INFORMATION TECHNOLOGY CLUSTER
Multimedia Assistant ....................................................................................................... Lindsey Treadwell

SUPPORT STAFF

COMANCHE COUNTY CAMPUS

ACCREDITATION & PLANNING
Accreditation & Planning Coordinator .......................................................................... Sandra Noel

ADULT CAREER DEVELOPMENT
Evening Supervisor ......................................................................................................... Linda Jamison
Audio/Video Specialist ................................................................................................. Jeff Bridges
EMS Program Director ................................................................................................. Linda Pledger
Adult Coordinator .......................................................................................................... Jerry Webb
Office Manager ............................................................................................................... Jana Pamplin

ECONOMIC DEVELOPMENT CENTER (EDC)
Agri-Business Management Coordinator ........................................................................ Kent Murray
Bid Assistance Center Coordinator .................................................................................. Donnie Bain
Business Incubator Manager .......................................................................................... Pat Beck
Coordinator of Management Development .................................................................. Jennifer Tuttle
Coordinator of Safety/Environmental Training .............................................................. Shawn Johnson
Coordinator of Technical Training .................................................................................. Kevin Henson
Manufacturing Alliance Broker ..................................................................................... Bill Cunningham
Self-Employment Training Coordinator .......................................................................... Angela Landrum-Ellis
Small Business Management Coordinator ..................................................................... Cody Holt
YIELD Executive Director ............................................................................................. James Regan
YIELD Assistant Director .............................................................................................. Thomas McCarthy

EDC CORPORATE TRAINING
Corporate Training Instructor .......................................................................................... Kelly Carter
Corporate Training Instructor .......................................................................................... Louanna Neeley
Corporate Training Instructor .......................................................................................... Larry Newsom
Corporate Training Instructor .......................................................................................... Roy Slagle
Health Care Services Facilitator .................................................................................... Tammy Rodriguez
Human Resource Instructor ............................................................................................ Tracy Polynice
Safety Training Instructor ............................................................................................... Cassandra Tice
INFORMATION TECHNOLOGY
Computer Technician ................................................................. Tyler Dees
Computer Technician ............................................................... Luke Fuller
Computer Technician ............................................................... Willie Davis
Network Administrator ............................................................ Thomas Windover
Web Designer ............................................................................. Brenda Honn

INSTRUCTIONAL SUPPORT SERVICES
Instructional Technology Assistant ........................................... Karen Keller
Instructional Technology Specialist ........................................... Barbara Smith
Instructional Technology Specialist ......................................... Jimmy Wiersema

MARKETING AND COMMUNICATIONS
Activities Coordinator ................................................................. Sherrie Bellamy
Media Coordinator ...................................................................... Teresa Abram

SCORE
Assistant Director of SCORE ...................................................... Kent Sexton
Registrar/Counselor .................................................................... Valerie Fink

STUDENT REGISTRAR
Registrar ....................................................................................... Brenda Patterson

STUDENT SUPPORT SERVICES
Academic Center Coordinator .................................................. Val Mullenix
Counselor .................................................................................... Heather Ballou
Counselor .................................................................................... Rhonda Mahaffey
Counselor .................................................................................... Jennifer Cable
Employment Advisor ............................................................... Sunny Wiginton
Financial Aid/Veterans' Affairs Coordinator ............................... Cheryl Rasmussen
Special Needs Coordinator ...................................................... Kristy Barnett
College Alliance Specialist ....................................................... Heather Ballou

SUPPLY
Great Plains Supply Coordinator ................................................ Judy Simms

TILLMAN/KIOWA COUNTY CAMPUS
Adult Career Development Coordinator ..................................... Julie Tyler
Counselor/Academic Center Coordinator .................................... Nancy Hasley
Information Technology Services .............................................. Don Dunham
Rural Economic Development Specialist .................................... Gary Tyler
STUDENT SUPPORT SERVICES

**Academic Center (AC)** - Do you need to brush up on your math, reading or communication skills? The AC Coordinator will work with you to improve your skills. The AC can also help you develop effective study skills techniques. Services are available to all students who are currently enrolled or planning to enroll at Great Plains. The student works with the AC Coordinator to implement a plan for improvement. For additional information visit the AC Coordinator in Building 100 or phone 250-5529.

**Employment Advisor** – Do you need to find a job or create a resume? The employment advisor provides assistance with job seeking activities. The Employment Advisor can advise and assist students with interviewing skills, resume development, employment placement coordination and job training opportunities. The advisor develops and maintains relationships with business and industry in order to refer students for employment opportunities. Visit the Employment Advisor in Building 100 or call 250-5684 for more information.

**Career Counselors** - Great Plains Technology Center offers counseling services that can help students be successful in their career tech programs. We can assist you with student orientation, career counseling, academic counseling, developing career plans, decision-making, goal setting, crisis counseling and referrals to other counseling services. We can help you select the right course of study or help you schedule a sequence of classes that lead to the best possible skills development for you. Contact one of our Career Counselors for assistance. Drop by Building 100 to see a career counselor or call 250-5535 to schedule an appointment. Career counselors are available Monday through Friday from 8:00 am to 4:30 pm year round. Special arrangements can be made to see a career counselor at alternate times.

**Special Needs** – The Special Needs Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Special Needs Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents. Please phone 250-5531 for an appointment. Office hours are Monday through Friday, 8am – 4:30pm.

**Financial Assistance** - Sources of financial assistance are Federal Pell Grant, Federal SEOG, Federal Work Study, or Oklahoma Tuition Aid Grant. The Great Plains Technology Center Foundation also provides a limited number of scholarships. Other sources of financial help within our community include ASCOG (Association of South Central Oklahoma Governments) and Oklahoma Department of Human Services employment training services. Office hours are Monday through Friday, 8 a.m. – 4:30 p.m. For more information, visit the Financial Aid Coordinator in Building 100 or call 250-5534.

**Veterans Education and Training Benefits** - We can assist you in filing a claim for education benefits with the Department of Veterans Affairs. Contact our Financial Aid Coordinator in Building 100 or call 250-5534.

**College Alliance Specialist** – Do you want to get a jump start on college? To find out how you can earn college credit while completing your career course at Great Plains Technology Center, contact the College Alliance Coordinator at 250-5539. Credits count toward an Associate in Applied Science degree (A.A.S.) at partner colleges and universities. No tuition charged; there will be an $8 per credit hour administrative fee for the credit.
PROCEDURES FOR REQUESTING ACCOMMODATIONS FOR ADULT STUDENTS WITH DISABILITIES

Students with disabilities who are enrolling in a full or part time class at Great Plains Technology Center and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor, the Career Guidance Counselor located in Building #100, the Special Needs Coordinator, Building #100 (Comanche County Campus) or the Assistant Superintendent (Tillman/Kiowa County Campus). Should a student need accommodations for the assessments, which are done prior to class placement, the request for accommodations must be made at least two weeks prior to the assessment in order for reasonable accommodations to be made. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the Enrollment Secretary at the time of assessment scheduling.

Students with disabilities, who are enrolling in an Adult Career Development class of two weeks or longer duration and wish to request accommodations, must pick up a Request for Accommodations Form from the Instructor at the first class meeting. The student is responsible for providing a completed form to the Adult Career Development office within one week in order for Great Plains Technology Center to have adequate time to arrange for reasonable accommodations.

Students with disabilities enrolling in a course which is shorter than two weeks in duration and wish to request accommodations must pick up a Request for Accommodations Form from the Adult Career Development office in Building 100 and provide necessary documentation one week prior to the beginning of class in order to receive reasonable accommodations.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e. a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness) and be based on current evaluation information (within the past three (3) years). The request must be approved by Great Plains Technology Center’s staff prior to delivery of services.

Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology and/or additional personnel, supplementary services, etc., and must be related to the documented disability.

Questions regarding the status of the disability determination and accommodations while in process may be addressed to Kristy Barnett, Building 100, phone 250-5531 or e-mailed to kbarnett@greatplains.edu. The contact for Tillman/Kiowa Campus is Nancy Hasley @ 580-335-5525 or e-mailed to nhasley@greatplains.edu.

Complaints concerning this policy are referred to the Great Plains Technology Center’s Grievance Procedure Policy in Section 8.0 of the Student Handbook. A definition of grievances is listed as well as the procedures for resolution. In the resolution procedure, it is the student’s right to terminate an informal process and begin the formal process at any time.
Statement of Appreciation

The Great Plains Board of Education expresses sincere thanks to the citizens of the community and to the professional staff of the school for their cooperation in maintaining quality educational programs for the youth and adults of this community.

The Board of Education is also extremely proud of those students who take advantage of the educational opportunities in the Great Plains district and by so doing, become contributing members of our democratic society.

Statement of Philosophy

The Board of Education recognizes that society today is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today.

The Great Plains Technology Center is responsible for maintaining a quality education program for its students. The Great Plains Technology Center Board of Education therefore adheres to the following statements:

MISSION

Our mission is to prepare individuals for success in work and in life and serve as a driving force for economic development in southwest Oklahoma.

VISION

We will continue to train the workforce of the future by providing exemplary educational opportunities.

CORE VALUES

We are committed to the communities we serve.
We are ethical in all our endeavors.
We are accountable for our decisions and actions.
We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS

We believe in the unity of the school, community, and economy.
We believe in lifelong learning to remain competitive in a global economy.
We believe employers are an integral part in improving programs and services.
We believe employability skills, technical competence, and academic rigor are essential for student success.
We believe our students deserve to be among the most highly skilled workers in the world.
**Statement on Integrating Academics**

There is a growing recognition that the future workplace will require new and different skills for all workers. A Study from ACT shows that high school students entering workforce training programs after graduation need academic skills similar to those of college-bound students. Not only will workers require job-specific skills, but workers will need transferable skills that will help them to acquire further education and training throughout their careers. Integrating academic and vocational/technical skills will not only make the student more knowledgeable in high school, but will make them more knowledgeable in how to compete in a global economy filled with up-to-the minute technology and a demand for high-level worker skills. Possessing problem-solving abilities, higher-order thinking skills, and communication/employability skills are crucial for work in today’s global economy. Unfortunately, far too many students leave high school inadequately prepared, both academically and vocationally, for a lifetime of sustained working and learning.

The integration of academic and career tech education is a nation-wide school improvement effort that places more attention on the skills and knowledge students need to successfully transition from school to work and/or college. The Carl D. Perkins Vocational and Technical Education Act provides federal resources to help ensure that career and technical programs are academically rigorous and up-to-date with the needs of business and industry. It is highly recommended that all high school students experience a common academic program that prepares them for both college and workforce training, especially in the areas of math and reading skills. The integration of academic and career tech education at the Great Plains Technology Center offers an excellent opportunity to successfully effect change in an educational system that is committed to better preparing students for the future, whether they are academic or career-focused.

**Statement of Responsibility**

In order to achieve these goals, the Great Plains Technology Center Board of Education is obligated to develop policies that will allow all students to be educated in an orderly environment, free from those disruptions which interfere with the learning process.

The Campus Director/Principal is encouraged to involve staff, students, and parents in an advisory capacity. However, since the Campus Director/Principal's responsibilities and authority are vitally related to the successful operation of the school, the Great Plains Technology Center Board of Education does not expect the Campus Director/Principal to relinquish the authority to make decisions. Within the bounds of law, policy, and directive, the Campus Director/Principal can delegate authority to members of the professional staff, who also become an important part of the school operation.

The Campus Director/Principal is charged with assuring compliance to the school code on matters involving all students. In his/her absence, the following will have the authority to act on behalf of the Great Plains Technology Center (GPTC) on matters involving school code:

**Comanche County Campus:**
- Director of Instruction
- S.C.O.R.E. Director
- Director of Adult Career Development

**Tillman/Kiowa County Campus:**
- Counselor/Academic Center Coordinator
- Business & Office Instructor
- Assistant Superintendent

The Campus Director/Principal, the Director of Instruction, the Director of Academic Affairs & External Relations, the Director of S.C.O.R.E., the Assistant Superintendent, and their designated representatives are hereafter referred to as the “Administrator”. 
1.0 Student Records

This section of the Student Code represents Great Plains Technology Center's formal policy regarding confidentiality of student information and the annual notification to parents of such policy, and is in compliance with 1988 federal regulations issued under the federal Family Educational Rights and Privacy Act (FERPA) of 1974.

1.1 Definitions:

A. Student Records

Student records shall be defined as any material, to include education and cumulative behavior records concerning individual students, maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person.

The cumulative behavior records shall be in a form approved by the Superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition.

All student records shall be available to a student's parent(s) or guardian(s) and to students who are eighteen (18) years of age or older.

School personnel will assist the student, parent(s), or guardian(s) in understanding and interpreting the material in the record.

B. FERPA


C. Eligible Student

An eligible student is a student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the Act transfer from the parent to the student. However, the parent of an 18-year-old who is a dependent under IRS regulations may review the student's educational records without the prior consent of the student.

D. Directory Information

The term "directory information" includes information that would not generally be considered to be an invasion of the student's privacy if released. In the Technology Centers, directory information consists of the student's name, the parent's name, the home address, date and place of birth, major field of study, participation in officially recognized activities, dates of school attendance, awards received, distinguished academic performance, and most recent school attended.

These items so classified as directory information by the district will be released without prior parental consent unless the parent, within 60 days of enrollment each school year, notifies the district in writing of the parent's refusal to let the district designate any or all of such items as directory information for that parent's child.

E. Legitimate Educational Interest

Legitimate Educational Interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, and a schedule of subjects, attendance, attitude, behavior, health or safety of a student. A legitimate educational interest is also served when common sense indicates access to the student's educational information is necessary for the health and safety of others.

F. Disclosure

Disclosure means permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

1.2 Right to Inspect and Review Records

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records within 45 days of the day the Tech Center receives a request for access.

A student should submit to the Campus Director/Principal a written request that identifies the record(s) the student wishes to inspect. The Campus Director/Principal will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Tech Center official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

1.3 Right to Request Amendment to Records

A student has the right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the Tech Center to amend a record should write the Tech Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Tech Center decides not to amend the record as requested, the Tech Center will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

1.4 Right to Consent to Release Confidential Information
The requirement to provide written consent before the Tech Center discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The Tech Center discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Tech Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Tech Center has contracted as its agent to provide a service instead of using Tech Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Tech Center. Upon request, the Tech Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1.5 Right to File Complaint
A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tech Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901

1.6 Right to Obtain a Copy of District Policy
The parent or eligible student has a right to obtain a copy of this policy upon request made to any school official, or a copy may be obtained at the Great Plains Technology Center, 4500 West Lee Boulevard, Lawton, Oklahoma, or 2001 East Gladstone, Frederick, Oklahoma.

1.7 Notification of Right to Confidentiality
Parents or eligible students are hereby notified of their rights to confidentiality of educational records through annual distribution of this Student Code to every enrolled student.

1.8 When Consent Not Required
The consent of the parent or eligible student shall not be required when educational information is released under the following circumstances:

A. school personnel, who have a "legitimate educational interest" in a student;
B. officials of another school or school system in which the student intends to enroll;
C. officials of the U.S. General Accounting office, U.S. Department of Education and state educational departments who need specific data to evaluate federal programs or to enforce federal laws;
D. anyone to whom the student has made application for, or receipt of, financial aid;
E. information released to student's home high school;
F. accrediting institutions;
G. testing and research organizations, such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed when no longer needed;
H. valid search warrant, court order or subpoena, provided that a reasonable effort is made to notify the parent(s) or the eligible student of the order or subpoena in advance of the compliance therewith by the educational institution or agency;
I. statistical data that does not identify any student;
J. medical personnel, city, county, state, and federal agencies in an emergency situation when common sense dictates that release of the information is urgently needed to protect someone's health or safety;
K. or information defined in these policies under the category of "Directory Information."

1.9 Record of Disclosures Required
Each department responsible for educational records shall for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:
A. Who has requested or obtained personally identifiable information from the education records, and  
B. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:
A. Disclosures to a parent or eligible student,  
B. Disclosures pursuant to written consent of a parent or eligible student,  
C. Disclosures to school officials as described in this policy,  
D. Disclosures of directory information described in this policy.

1.10 Custodial Parent and Access to Records
Divorced parents may have access, regardless of any custody order, except in instances where the custodial parent shall have furnished a certified copy of a court order, which specifically denies the non-custodial parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless the school officials are furnished a certified copy of a court order vesting custody in the other parent.

In instances where the parents of the child are not available, or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child's guardian.

1.11 Release of Directory Information
Directory information relating to student participation in officially recognized activities will be released. In addition, any directory information consisting of the name, classification, and address of high school students will be released to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies.

The procedures for releasing this information will be as follows:
A. Information will be released through the Campus Director/Principal's office.  
B. Representatives desiring information must personally request and pick up information.  
C. Representatives must sign a written statement of assurance that the information provided shall be held strictly confidential.  
D. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the Campus Director/Principal.  
E. No other school employee will be permitted to release any form of directory information.

1.12 Release of Non-Directory Information
In all cases, except for requests from officials of other schools where the student intends to enroll, the agency desiring access to information must have a written release from a parent or the student if over 18 years of age.

1.13 Release of Psychological Evaluations
Parent and student access to information contained in the psychological evaluation will be as follows:

Upon request from parents or from students who are eighteen years of age or older for inspection of psychological evaluations, the appropriate school official (principal, counselor, or teacher) will refer said parties to an EXAMINING AGENCY (Regional Guidance Center, Child and Family Service Center, etc.) for interpretation of the evaluation by a professional examiner (psychologist, psychiatrist, psychometrist).

1.14 Review of Records
All student records shall be reviewed from time to time by school officials to eliminate unnecessary or outdated information.

1.15 Emergency Management & Emergency Response Statement
In the event of an emergency, Great Plains TC may implement its Emergency Management and Emergency Communications Response Plans. The plans utilize a variety of communication channels including the campus public address system, telephone calls and face-to-face contact. Great Plains may also choose to use its student/parent/staff instant notification system, SchoolReach. SchoolReach allows Great Plains to quickly communicate with students, parents and staff via telephone call, e-mail or text message.

1.16 Copyright Policy on Written Materials
It is the intent of the Great Plains Technology Center that all students of this school district adhere to the provisions of the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines. This policy, and the Great Plains Technology Center Copyright Implementation Manual, together forms a guide for using materials protected by copyright. Great Plains Technology Center does not condone the illegal use or reproduction of
A. EMPLOYEE AND STUDENT INSTRUCTIONS FOR ACCIDENTS / INJURIES BEFORE 4:00 PM:

Steps of Action for weekday emergencies: These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Switchboard Operator is absent or gone temporarily, these steps should be pointed out to any replacement employee.

Step 1 - Call for help:

* LAWTON CAMPUS - Contact Switchboard Operator, dial “0”

Step 2 - Questions to ask, upon receiving a call for assistance.

* Where is the student / victim located?

* What is the nature of the injury?  
  - Conscious  
  - Responsive  
  - Bleeding  
  - Unconscious  
  - Non-responsive  
  - Not Bleeding  
  Other: ____________________________________________

* What is the student’s / victim’s name? ________________________________

If Medical Assistance is Needed:

* Switchboard Operator will call:
  - Tina Dickson, School Nurse at 5571 or on radio.
  - LaDonna Meyer at 5595 or on radio; Carla Vaden at 5590 or on radio.
  - Jeannie Baggett at 5570 or Debbie Gladden at 5670 or on radio.
  - 911 for ambulance or fire department, if necessary.

* FREDERICK CAMPUS - Call:
  - LPN Instructor, Teresa Smith, at 2016.

Step 3 - Who to notify:

* Building Administrator, or
* Campus Director / Principal (Kirk Mullenix) at 5601.
* Contact Parent / Guardian / Next of Kin.
* Director of Marketing and Communications (Glen Boyer’s cell# is 917-1910)

Step 4 - Contact custodial services to decontaminate the accident scene.


*NOTIFY THE DIRECTOR OF MARKETING AND COMMUNICATIONS WHEN THE INCIDENT REQUIRES OUTSIDE MEDICAL CARE, OR OTHER SPECIAL CONDITIONS OCCUR. OUTSIDE FIRST RESPONDER AGENCIES SHOULD ALSO BE CALLED IF THE SCHOOL NURSE CANNOT TREAT THE STUDENT / VICTIM.
B. EMPLOYEE AND STUDENT INSTRUCTIONS FOR ACCIDENTS / INJURIES AFTER 4:00 PM AND WEEKENDS:

Steps of Action for evening and weekend emergencies: These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Switchboard Operator is absent or gone temporarily, these steps should be pointed out to any replacement employee.

Step 1 - Call for help:
* Dial “0” or 250-5500 to notify Linda Jamison or ACD Coordinator on duty.

Step 2 - Questions to ask, upon receiving a call for assistance.
* Where is the student / victim located?
* What is the nature of the injury? □ Conscious ○ □ Responsive □ Bleeding
  ○ □ Unconscious □ Non-responsive □ Not Bleeding
  Other: ____________________________________________
* What is the student's / victim's name? ________________________________________

If Medical Assistance is Needed:
* Linda Jamison or ACD Coordinator on duty will call:
  * EMT instructor, if necessary. If ambulance or fire department is needed, will call 911.
  * ACD Director, John Noel at 695-9771; will also call Director of Marketing and Communications, *Glen Boyer at 917-1910.

Step 3 - Contact custodial services to decontaminate the accident scene.


*NOTIFY THE DIRECTOR OF MARKETING AND COMMUNICATIONS IF THE ACCIDENT / INCIDENT REQUIRES OUTSIDE MEDICAL CARE, OR OTHER SPECIAL CONDITIONS OCCUR. OUTSIDE FIRST RESPONDER AGENCIES SHOULD ALSO BE CALLED IF GPTC STAFF CANNOT TREAT THE STUDENT / VICTIM.

2.0 Student Behavior
The Great Plains Technology Center Board of Education is deeply interested in creating a learning atmosphere at Great Plains Technology Center. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school learning atmosphere include maintenance of order, which permits cooperative students to pursue their education free from disruptions or distractions. The maintenance of order necessitates regulations relating to school discipline.

2.1 Parents will be involved in dealing with student discipline when deemed necessary.

2.2 The following are specific examples of unacceptable behavior, which are subject to disciplinary action including suspension or expulsion from school:
A. Open or persistent defiance of authority.
B. Physical or verbal assault upon student, or school personnel.
C. Creating, or attempting to create, a disturbance.
D. Unauthorized or excessive absences from classes.
E. Excessive tardies. (see Attendance Policy)
F. Willful disobedience, profanity, or vulgarity. (Includes clothing, books or any other possession containing any form of vulgarity, profanity, or obscenity)
G. Showing disrespect for school property or causing damage to school property.
H. Cheating, stealing, gambling, extortion, concealing and/or possessing and/or withholding stolen property.
I. Hazing by any group at Great Plains Technology Center.
J. Dress - the Great Plains Technology Center Board of Education encourages students to dress conservatively during school hours. In programs requiring uniforms and appropriate footwear, the student must wear them as required. The following is a list of infractions concerning students’ dress, which are considered in violation of this student code:
   (1) No bare feet, or house shoes.
   (2) Tank tops, tube tops, halters, low cut tops or strapless dresses without a covering shirt, blouse, or jacket, are inappropriate.
   (3) Shorts, skirts (including slits), and dresses should be no shorter than the bottom of the longest fingertips when the student is standing with arms extended. Wind shorts and cutoffs are not allowed.
   (4) Jeans with holes above the knee (without patches) in them shall not be worn.
   (5) Non-prescription sunglasses are not to be worn inside the building.
   (6) Leggings will only be allowed under a skirt/dress that meets the appropriate length requirement.
   (7) Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd, is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, gang oriented materials, or any type of alcoholic beverage advertisement on the garment.
   (8) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder. Pants are to be worn at the waist (includes sagging pants). Any manner of dress, body piercings or hairstyle that detracts from the educational process will not be allowed.
   (9) Exceptions may be granted for religious or medical reasons.
   (10) Because of safety requirements or other constraints, some classes may have dress requirements in addition to the aforementioned codes.
K. Any violation of federal, state, or local law or ordinance.
L. Participation in any meeting, assembly, or demonstration not authorized or conducted in accordance with provisions of paragraph 9.1 and 9.2 of the Student Code.
M. Participation in the publication or distribution of any printed material in violation of paragraph 10.0 of the Student Code.
N. Failure to comply with State of Oklahoma Immunization Law, Title 70.
O. Use or possession of tobacco on school premises.
P. Fighting.
Q. Verbal or implied threats or threatening gestures by an individual or group.
R. Possession of any portable audio/video device is permissible but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Campus Director/Principal or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. All devices must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student’s break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require advance written administrative approval. Any device confiscated will be turned over to the Campus Director/Principal for disposition.
S. Conduct defined in paragraphs 3.0 through 4.1. It is noted that in most instances the unacceptable behavior in those paragraphs requires expulsion.
T. Sexual harassment as outlined in section 2.4 of this handbook.
U. Student harassment, intimidation, and bullying at school.
   “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act.
V. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

These acts of unacceptable behavior will not be permitted while students are on or near school premises, riding school buses, attending any school sponsored activity, or in transit to and from school.
2.3 Bullying/Cyber Bullying Policies

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Definitions

A. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal or physical acts, or electronic communications.

B. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

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

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

A. The matter should immediately be reported to the principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the principal. As much detailed information as possible should be provided to the principal in written or oral form to allow for a thorough investigation of the matter.

B. Upon receipt of a written or oral report, the principal shall begin an investigation to determine the severity of the incident and the potential for future violence.

C. If, during the course of the investigation, it appears that a crime may have been committed the principal or his designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

D. If it is determined that the school district’s discipline code has been violated, the principal shall follow district policies regarding the discipline of the student as outlined in Section 2.6 of the Student Handbook.

E. Upon completion of the investigation, the principal may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

F. Great Plains Technology Center will work with our partner schools regarding bullying or harassment of students. Information of such incidents while on the Great Plains Technology Center campus will be shared with partner schools.

Prevention

To help in our prevention efforts, Great Plains Technology Center has implemented the SchoolReach® CyberBully Hotline™. The purpose of this program is to create an anonymous, two-way means for students, parents, guardians and others to report incidents of bullying, harassment, intimidation, and information on potential harmful or violent acts by others.

Our CyberBully Hotline numbers are:

Lawton Campus: (580) 351-5410   Frederick Campus: (580) 352-5409
How it works.
- The CyberBully Hotline can receive voice calls and text messages. To send a voice call, simply dial the number and, after the short greeting, leave your message (landline calls cannot be replied to by staff). For text, just send a text message to the number. The service is operational 24/7/365.

Who receives the messages?
- A designated school official receives the message directly. No one else can read or see the messages.

Is the system anonymous?
- Yes. The caller ID of the sender is replaced with a “sender ID” that is used for message delivery and reporting only. No names or other information are associated with the received messages.
- The CyberBully Hotline gives us the ability to reply to and have two-way anonymous text message conversations.
- We do not have the ability to reply to all voice messages, just those left from a mobile device. So if you want a reply to a voice message, please call from a mobile or cellular device. Replies come as a text message.

What information should be sent?
- Since the service is anonymous, we don't know who is sending the message/tip. The more information we are given, the more help we can provide. Users are encouraged to provide as much information as possible or as much as they feel comfortable providing.
- As noted above, we can reply to messages and have an anonymous conversation with the sender. We may ask for more information as necessary.
- If a CyberBully Hotline user is providing a tip on violence or harmful acts that are being planned by others, we ask that he or she provide as much specific information as possible, immediately, so we can ensure the safety of all students and faculty.
- Anyone who would like to leave a call back number, or his or her identity, is encouraged to do so.

2.4 Sexual and or Racial Harassment of Students
The policy of this school district forbids discrimination against, or harassment of any student or staff on the basis of race, color, national origin, sex, and disability. The Great Plains Technology Center Board of Education will not tolerate sexual and or racial harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual and or racial harassment of employees has been developed.

Sexual and/or Racial Harassment for the purpose of this policy:
A. Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.
B. Demeaning comments about a student's ability to excel in a class historically considered a non-traditional enrollment subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
C. Writing (graffiti) which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual and or racial harassment. Graffiti of any kind will not be tolerated on school property. The Campus Director/Principal is directed to cause any graffiti or unauthorized writings to be removed immediately.
D. Racial harassment includes verbal comments regarding physical or personality characteristics of a racial nature, kidding, teasing, double meanings, and jokes.

Specific Prohibitions:
A. Administrators and Supervisors
(1) It is sexual harassment for any Great Plains Technology Center employee to use his or her authority to solicit sexual favors or attention from students.
(2) Administrators, supervisors, support personnel, or teachers who either engage in sexual and or racial harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.
(3) The Great Plains Technology Center school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students,
including students who have reached the age of majority (21), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 21 may constitute a crime under state or federal law.

Report, Investigation, and Sanctions:
A. It is the express policy of the Great Plains Technology Center Board of Education to encourage student victims of sexual and or racial harassment to come forward with such claims. This may be done through the Sexual and or Racial Discrimination Grievance policy.
   (1) Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual and or racial harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
   (2) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual and or racial harassment.
B. In determining whether alleged conduct constitutes sexual and or racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Campus Director/Principal has the responsibility of investigating and resolving complaints of sexual and or racial harassment.
C. Any employee found to have engaged in sexual and or racial harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
D. Any student found to have engaged in sexual and or racial harassment of other students or staff shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements. (2.2.V.).

2.5 In addition to the above, a student shall be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any court, state or federal, which accuse a student of a criminal offense involving violence, moral turpitude, or drug-related activity occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school administration, a possibility that the continued attendance of the student at school could have a direct and adverse immediate effect on the discipline, operation, general welfare, educational environment, or safety of the school.

2.6 Students who have been suspended or expelled are not to ride school buses, nor to be present at any school-sponsored activities or on any school premises of Great Plains Technology Center or their home school of record.

2.7 Disciplinary Actions
The following is a list of optional disciplinary actions, which school administrators may impose for violations of the Student Code of the Great Plains Technology Center. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction, because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. The Administrator may, therefore, use any disciplinary action appropriate to a specific case. Days will refer specifically to school days.
A. In-school detention (before school, during school, noon, after school)
B. Removal from class or group (temporary or permanent)
C. Verbal or documented warning to students
D. Faculty consultation concerning student
E. Contract or action plan
F. Activity suspension
G. Transportation suspension
H. Advise parents
I. Parental conference
J. Confiscation or temporary holding of personal items
K. Probationary period
L. Saturday school
M. Corporal punishment
N. Financial restitution
O. Refer to other social or educational agencies
P. Suspension
Q. Expulsion
R. Involve law enforcement
S. Deny privilege to drive any vehicle on school premises
T. Parent shadowing
U. Any other disciplinary action deemed appropriate under the circumstances

If the student fails to serve the discipline due to circumstances genuinely beyond the student’s control, the student must make up the discipline. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive out of school suspension. Upon returning from the suspension, the student must serve the originally assigned discipline.

2.8 Tobacco and/or Vapor Device Use/Possession Policies

The Great Plains Technology Center Board of Education prohibits the use of simulated tobacco products or vapor device of any kind on campus, in leased or rented facilities, in school vehicles, and during all school-sponsored activities. Possession of tobacco products or vapor devices by secondary students is prohibited.

A. The tobacco or vapor device use/possession warning shall be given to all students at the start-of-year class orientation meetings, and at the time of enrollment for new students throughout the school year.
B. When start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco or vapor device use/possession is to serve as their first and only warning and that any violation will cause a 3-day suspension per occurrence. New enrollees must be given the same warning.

3.0 Use, Possession, Distribution, Sale of Drugs/Alcohol

The purpose of this policy is to provide a clear and concise message to students, parents, and the schools population as a whole; that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and on school buses.

3.1 Definitions

A. Alcohol/Drug/Mood-Altering Substances shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to: beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.
B. Drug Paraphernalia includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to torches, roach clips, pipes, bowls, and rolling papers, etc.
C. Distribution - deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another or to aide herein.
D. Possession - possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.
E. Drug/Alcohol Induced Medical Emergency - a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to respond, vomiting, unconsciousness, seizures, etc.
F. School Premises - shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property also includes student travel to and from school or school activities.
G. Extracurricular Activity - shall include any school-sponsored activity such as field trips, school clubs, and social activities regardless of the time frame of the activity.

3.2 Disciplinary Procedures for Alcohol and Drug Offenses

Student distribution, use or possession or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or controlled substances are those defined as illegal under laws of the United States, State of Oklahoma, and the City of Lawton. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia, will be
reported to the police. When any of the conduct described in this paragraph (3.2) occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action and could result in suspension, expulsion, denial of privilege to drive any vehicle on school premises, or recommendations for outside treatment.

School personnel will immediately notify the appropriate Administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants or drug paraphernalia. Thereupon, the Administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary actions will apply, except in exceptional circumstances:

3.3 Use, Possession, Under the Influence, Distribution and Possession of Drug Paraphernalia

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, and hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school-sponsored activities will be subject to immediate disciplinary actions.

A. First Offense
   (1) The appropriate Administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia.
   (2) The student is subject to expulsion for a minimum of the remaining semester and up to the next full semester. At the expulsion hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency; a second formal hearing will be held to consider the disposition of the student's expulsion, if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.

B. Second and Subsequent Offenses
   (1) The student will be expelled for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

3.4 Suspected Use of Alcohol or Drugs

The possible alcohol/drug use of a student is a real concern; therefore, the following school policy:

\[
\text{Whenever it appears to any Great Plains Technology Center teacher that a student may be under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, that teacher shall report the matter to the Campus Director/Principal. The Campus Director/Principal shall immediately notify the Superintendent and the student's parent or legal guardian of the matter.}
\]

Any suspension and/or search of said student will be subject to any applicable school policies, state laws or student handbook regulations.

No officer or employee of any public school district or member of any school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of any public school district, member of any school board, school or school district shall be responsible for any treatment costs incurred by a student. (Title 70, O.S. Supp. 1986, Section 24-138, amended May 1987)

4.0 Possession or Use of Weapons

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

A. 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 except under Oklahoma Statute, Title 21, Section 1290 will be removed from school for not less than one (1) full calendar year. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Firearms are defined in Title 18 of the United States Code, Section 921, as:
(1) 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;
(2) the frame or receiver of any such weapon;
(3) any firearm muffler or firearm silencer;
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.

Great Plains Technology Center defines a firearm as any device that emits a projectile that can or might cause damage, injury, or mayhem.

B. Oklahoma Statute, Title 21, Section 1280 prohibits any person, except a peace officer or other person authorized by the Great Plains Technology Center Board of Education, 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, spring-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 club, hand chain, metal knuckles, laser, stun gun, pepper spray or any other offensive weapon. Definition of weapon is not limited to examples listed. Any knife with a blade length greater than 2.5 inches shall be considered an offensive weapon as well.

(1) First and Subsequent Offenses
(a) The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
(b) The student will be expelled for the remainder of the current semester and up-to-the next full semester as determined by the Campus Director/Principal or his designee. The term of the suspension may be modified by the Superintendent on a case-by-case basis.
(c) During any period of expulsion, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.

C. Students with disabilities are subject to this policy and will be disciplined in accordance with the Students with Disabilities Act (IDEA) and Section 504 of the Vocational Rehabilitation Act if any such students are determined to be in violation of this policy.

4.1 Assault on Student(s) or School Personnel
Students who maliciously injure another person are subject to expulsion and will be referred to law enforcement authorities. Per Oklahoma Statute, Title 21, Section 650.7-8, felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately. The student will be expelled for the remainder of the current semester and up to the next full semester. During any period of expulsion, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.

4.2 Right to Fair and Orderly Hearings/Appeals/Counsel
Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases, which may end in suspension or expulsion. The Campus Director/Principal or their designee shall interpret this policy in a just manner, given the circumstances of each individual case.

4.3 Parent/Guardian Conference as Condition for Re-entry
At the conclusion of any suspension or expulsion the Campus Director/Principal or their designee may require a conference with the student and his/her parent or legal guardian as a condition for reentry to school.

5.0 Temporary Suspension
A student may be temporarily suspended, which shall be defined as exclusion from classroom/clinical instruction not to exceed ten (10) days, by the Administrator under the procedure hereinafter set forth.

5.1 Informal Conference
Upon it being brought to the attention of the Administrator that a student has allegedly committed certain acts in violation of the Student Code, an informal conference will be held between the student and the Administrator.

At this conference the student shall be informed of the specific provisions of the Student Code that the student is accused of violating and will be advised specifically as to the nature and basis of the accusation. In the event the student denies these charges, school authorities will explain the evidence they have and give the student an opportunity to add information or to explain the charges brought against him/her. After discussing the charges in detail and considering any explanation furnished by the student, the Administrator shall determine if the student is, in his/her opinion, guilty of those charges and if he/she so determines, the Administrator shall have the authority to administer a temporary suspension for
whatever time period he/she deems is warranted, taking into consideration the severity of the violation, up to a maximum of ten (10) days. The conference shall be held in such a manner as to assure that the determination made has been made fairly and impartially. Written notes containing dates, times, involved parties and other relevant information will be made by the Administrator and become a part of the student file.

A. In the event the student is a secondary student, the Campus Director/Principal or his/her designated representative should make a reasonable effort to contact the parent(s) by telephone, stating the specific act(s) for which the temporary suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension with school officials at this time. If the parent(s) cannot be contacted by telephone, then the Campus Director/Principal or his/her designated representative should mail a notice setting forth the above information and encouraging the parent(s) to contact the Campus Director/Principal to discuss the matter.

5.2 Right to Appeal

The student shall be informed of his/her right to appeal the decision. The appeal process does not apply to academic termination. The appeal hearing and the procedure to be followed shall be set forth in paragraphs 6.5, 6.6, 6.7, and 6.8, of the Student Code. The student shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request unless the suspension is for three (3) days or less. A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Course of Study with the permission of the Campus Director/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

5.3 Right to Privacy

Information about a temporary suspension should not be communicated to any person that is not directly involved in the disciplinary proceeding.

5.4 Right to Make Up of Work

Students who are suspended from school will be allowed to make up work missed under suspension. The homework and all regularly scheduled tests must be made up within the same number of days of suspension after the student returns. The grade will be lowered one letter grade from the grade earned. The student will receive no credit for work not made up on this time schedule. (The Campus Director/Principal must approve exceptions to this policy.)

6.0 Expulsion

The Administrator may recommend expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding ten (10) days, when a student violates one or more of the Student Codes, or in the case of Health related programs, their respective handbook policies. The appeal process does not apply to academic termination.

6.1 Secondary Students

If the Administrator contemplates expulsion, he/she shall mail within three (3) school days of the alleged act(s), a notice of an informal hearing to the parent(s) or guardian(s) of the student. Such notice should contain:
A. The time and place of the hearing;
B. A description of the proposed action;
C. A description of the school regulation(s) allegedly violated by the student and act(s) allegedly committed by the student; the informal hearing shall be no sooner than three (3) days from the date the notice is postmarked unless both parties agree to an earlier hearing. The parent(s) or legal guardian(s) are encouraged to fully participate in this hearing.

Adult Students

If the Instructor or Program Director recommends expulsion of a student, the Administrator will conduct an informal hearing with the student, instructor and other school personnel deemed necessary by the Administrator conducting the hearing. This hearing may be held as quickly as deemed possible by the Administrator. The student will be furnished in writing a copy of the following information:
A. A description of the proposed action;
B. A description of the school regulation(s) allegedly violated by the student and act(s) alleged committed by the student.

The right to appeal is explained in paragraphs 6.5, 6.6, 6.7, and 6.8 of the Student Code. If the alleged violation of the Student Code is such that expulsion is contemplated, the informal conference set forth in paragraph 6.1 is not required. Written notes containing dates, times, involved parties, and other relevant information will be made by the Administrator and become a part of the student file.

6.2 **Right to Attend Class Pending Hearing**
Unless the student is suspended under the provision of paragraph 7.0 or paragraph 2.2 for three (3) days or less, he/she shall continue to participate in regular classroom instruction pending the hearing.

6.3 **Right of Parental Contact by Administrator**
The Administrator should make an effort to contact the parent(s) of students under 18 years of age, by telephone, to communicate directly the information contained in the written notice.

6.4 **Length of Expulsion**
No expulsion shall extend beyond the current school semester and the succeeding semester or beyond the completion of the present class in the case of adult students enrolled in health service classes. The only exception to this policy would be a student that is suspended under the provisions of paragraph 4.0 (Gun Free School Act).

6.5 **Right to Request First Appeal**
At the conclusion of the informal hearing, if expulsion is imposed, the student shall be informed of his/her right to request an appeal review of the disciplinary action. This appeal must be in writing within two (2) school days from the date of the hearing using the Student Due Process Appeal form, which is available from the Campus Director’s office.

6.6 **First Appeal Hearing**
The Administrator conducting the appeal hearing shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred. This hearing will occur within five (5) school days of the Administrator receiving the Student Due Process Appeal form. The Administrator shall hear the evidence and rule to either uphold or overturn the expulsion, and will record that decision in writing. A recording or verbatim transcript shall be made.

6.7 **Process to Request Second Appeal**
If the student wishes to appeal the decision made by the Administrator, the appeal must be made in writing to the Deputy Superintendent by using the Student Due Process Appeal form. The request for the second appeal hearing must be made in writing within three (3) school days from the date of the first appeal hearing. The Deputy Superintendent or designee shall convene a committee of two members of the management team and one faculty member who will hear the second appeal. These three members will constitute the Hearing Committee. The second appeal review shall be held within five (5) school days of the date such request is made.

6.8 **Second Appeal Hearing**
The Deputy Superintendent or designee will be the Hearing Officer for the second appeal. The Hearing Committee shall hear the evidence and determine if there was sufficient evidence to find that the alleged violation occurred and if the penalty imposed was appropriate for the violation. After deliberation, the Hearing Committee will recommend that the Hearing Officer uphold, overturn, or offer an amendment to the expulsion. A recording or verbatim transcript shall be made.

6.9 **Decision by the Hearing Officer**
The Hearing Officer, after considering all evidence and the Hearing Committee’s recommendation to uphold, overturn or amend the expulsion, will render a decision within two school days and will do so in writing.

6.10 **Right to Request Hearing Before Great Plains Technology Center Board of Education**
If the expulsion is upheld by the Deputy Superintendent, the student shall be advised of the right to request a hearing before the Great Plains Technology Center Board of Education. This request must be made in writing within three (3) school days to the Superintendent of Great Plains Technology Center using the Student Due Process form. This hearing will be conducted at either the first regularly scheduled meeting or at a special meeting called for the purpose of conducting such hearing. If a minor student, the parent(s) or guardian(s) will be informed of the time and place of the hearing. A list of persons who will be present at the meeting will be provided to the student. A recording or verbatim transcript shall be made. The Board of Education will render a decision to uphold, overturn or amend the expulsion. The decision of the Board of Education shall be final.
7.0 Emergency Suspension

7.1 Causes for Emergency Suspension
The Administrator may suspend a student on an emergency basis, without a hearing, if he/she has reasonable cause to believe that:
A. The physical safety of the student or of others is endangered; OR
B. Where the school is in the midst of a violent upheaval; OR
C. The student is causing substantial interference with the operation of the school.

7.2 Termination of Suspension
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 paragraph 7.1. This suspension should not exceed three (3) days unless the Administrator commences the notice and hearing procedure provided in paragraph 6.1 for expulsion or an informal hearing is held for temporary suspension under the provisions of paragraph 5.1.

7.3 Contact of Parent/Guardian Upon Suspension
The Administrator shall make a reasonable effort to contact the parent(s) or guardian(s) of a secondary student by telephone, stating the act(s) for which the suspension was ordered and the parent(s) should be invited to discuss the reasons for the suspension. If the parent cannot be contacted by telephone, a written notice should be mailed.

8.0 Grievance Procedure
In the course of occupational and technical education at Great Plains Technology Center, the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of Great Plains Technology Center in a grievance hearing, if so desired. It is also the student's right to terminate an informal process at any time and begin the formal process.

8.1 Definition of Grievances
A grievance is a claim or charge of injustice or discrimination based upon an event or condition, which affects the welfare of condition of an individual student or group of students. A grievance statement shall meet the following conditions:
A. The grievance must be filed within thirty (30) days of the occurrence and describe the circumstance upon which it is based.
B. It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.
C. It must furnish sufficient background concerning the alleged violation, misinterpretation, or inequitable applications, and identify persons, actions, and/or omissions that led to the allegation.
D. It must include the date, time, and place of the occurrence.
E. The specific solution/relief requested by the aggrieved must be stated.

8.2 Procedures for Resolving Grievances
A. Informal: Should a student or parent believe there is a cause for grievance, he/she should make a request of and discuss the grievance with the person involved for the express purpose of resolving the grievance mutually and informally.
B. Mediation: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer as described in item 8.1. The Compliance Officer or designee will meet the complainant and respondent in order to mediate and resolve the complaint to the satisfaction of both parties. The mediation resolution will be documented and agreed to in writing. The Director of Academic Affairs and External Relations and Director of Instruction are acting Compliance Officers.
C. If no resolution is accepted by the parties, the Compliance Officer or designee shall render a written decision within five (5) working days of the mediation. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the Compliance Officer be challenged.
D. Formal: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer as described in item 8.1. The
Compliance Officer will appoint a Committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the committee be challenged. The Committee will notify the grievant of its decision in writing within five (5) working days.

E. **Board of Education**: Should the grievant be dissatisfied with the decision of the Committee after the final interview, he/she may request, in writing, a hearing at the next regularly scheduled meeting of the Great Plains Technology Center Board of Education. The written request must be received within ten (10) days of the decision of the Committee who will put the request on the board agenda for the next regularly scheduled meeting. The decision of the Board of Education is final.

9.0 **Student's Right To Assemble And Demonstrate**

9.1 **Conditions for Students to Assemble and Demonstrate**

The Great Plains Technology Center Board of Education recognizes that students shall have the right to assemble on school property subject to the following conditions:

A. Prior approval must be obtained from the Campus Director/Principal, at least twenty-four hours prior to the meeting.
B. The time and place of the meeting will be determined by the Campus Director/Principal and/or Director of Adult Career Development.
C. Such meeting will be scheduled before or after school to avoid disrupting the normal operation of the school.

9.2 **Additional Conditions for Students to Assemble and Demonstrate**

Students will have the right to demonstrate peacefully, subject to the following conditions:

A. demonstrations must be conducted off school property;
B. demonstrations must be conducted before or after school hours, so as not to interrupt, distract, or disrupt the normal operations of the school.
C. demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.

10.0 **Distribution Of Printed Material**

10.1 **Process For Distribution Of Printed Material**

No printed matter or literature may be distributed on any property of the Great Plains Technology Center without the prior approval and consent of the school officials authorized by the Great Plains Technology Center Board of Education to make decisions in such matters.

11.0 **Trespassing On School Property**

11.1 **School Policy on Trespassing**

City of Lawton Ordinance (section 15-82) states that all persons who enter the premises of public property without permission are guilty of trespassing. Therefore, it shall be the policy of the Great Plains Technology Center Board of Education that the Superintendent strictly enforce the provisions of Title 70 Oklahoma Statutes, Sec. 24-131, pertaining to the removal of persons out of school buildings and off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

11.2 **Visitation In Classroom**

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school. Therefore, it is requested that all visitors to classrooms register in the school office and state the purpose of their visit. The Administrator shall have the prerogative to approve or disapprove the visit. If, in the judgment of the Administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the campus. If they do not leave, the Administrator may invoke City of Lawton Ordinance 15-40.

11.3 **Offenses Near Schools- City of Lawton Ordinance Section 15-40.**

It is unlawful for any person to engage in any of the following acts in or near schools, school groups, or streets and alleys adjacent to schools.

A. Loitering by any person not having lawful business in connection with school or its employees.
B. Any conduct that would disturb the orderly conduct of the school.
C. Annoying or molesting any student or employee of the school.
D. Lewd or wanton conduct in, near, or around schools, school grounds, or streets and alleys adjacent to schools.
E. Moving or parking any vehicle in the vicinity of a school for the purpose of annoying or molesting any student or employee of the school.
F. Any other act or conduct calculated to, or likely to, annoy or molest any student or employee of such school. (Ordinance 1238, Section 1, 4-15-1958).

12.0 Searches

12.1 Conditions for Searches Or Detaining Of Students
The Administrator, teacher, or security personnel of Great Plains Technology Center, having reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property (to include privately owned vehicles) in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for:

A. dangerous weapons,
B. controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act,
C. intoxicating beverages, and non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes,
D. portable audio/video and photographic devices, or
E. for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

12.2 Conduction of Searches
The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrant less search.

The Administrator or school personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any of the defined items above which might be in the pupil's possession including the authority to authorize any other persons they feel necessary to restrain such pupil or to preserve any of the above defined items.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating and non-intoxicating beverages, or missing or stolen property may be suspended by the Administrator for a period not to exceed the current school semester and the succeeding semester. Any pupil suspended under this section may appeal any such suspension to the Great Plains Technology Center Board of Education.

12.3 Privacy Expectations
Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (Title 70, Oklahoma Statutes 1981, Section 24-102, amended May 1987.)

Book bags and/or backpacks are subject to search by school personnel at any time due to health and safety concerns related to the carrying of contraband (includes weapons).

If a pupil flees pending a search or destroys any property in the pupil's possession prior to or after the search, this will be considered a serious violation of the student Code, and punishment shall be a minimum of a ten (10) day suspension.

12.4 Canine Inspections
Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections. Hand-held metal detectors may be used to search for dangerous weapons. Surveillance cameras will be used in shops, classrooms and other areas deemed necessary.
12.5 **Student Refusal for Search of Vehicle**
Any pupil refusing to allow the search of his or her vehicle by an Administrator after reasonable suspicion is established will not be allowed to drive a privately owned vehicle on campus after said incident.

13.0 **Vandalism**
The Great Plains Technology Center Board of Education may prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind. State law makes parents responsible for the willful destruction of property by their children.

14.0 **Drug Free Statement**
Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

There are three (3) alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties—they are: Reflections, Southwestern Medical Center, Silver Linings, Comanche County Memorial Hospital, and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Great Plains Technology Center has a fundamental, legal, ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units are necessary to prepare students for decision-making against drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the Great Plains Technology Center Student Handbook. Some possible actions include parental contact, suspension, or expulsion.

Every student of the Great Plains Technology Center will be provided access to a copy of the Drug-Free Schools Policy and the Student Handbook. Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

15.0 **Secondary Student Attendance Policy**

15.1 Attendance is especially important in career tech education programs. Instruction cannot take place when students are not present. Prospective employers always want to know about the attendance practice of our graduates. At Great Plains Technology Center, students maintaining perfect attendance for the year will receive a Perfect Attendance PIN at the Awards Assembly held at the end of the school year.

15.2 **Tardies**
Students must be in class at the designated time or they will be counted tardy. The following schedule will be followed when applying tardies to the absence policy:

A. Any tardy up to one (1) hour in length will be equivalent to a .33 absence.
B. Any tardy from one (1) hour to two (2) hours will be equivalent to a .66 absence.
C. Any tardy after two (2) hours will be equivalent to a full day’s (1.00) absence.
D. Tardies will also be assessed appropriately for leaving class early.

15.3 **Home School of Record Activity Report**
Approved sending school activities in which the student is a participant will be recorded as a class absence until the Home School of Record Activity Report (referred to as the Blue Card) and the required missed assignment is completed and turned in. The Home School of Record Activity Report (or verification by sending school) is required within three (3) school days of the absence and missed assignments must be completed within five (5) school days following the absence. It is the responsibility of the student to get the Blue Card filled out and returned to the Great Plains Technology Center instructor and missed assignments completed, otherwise the activity will remain an absence. Students are encouraged to obtain Blue Cards in advance of the school activity.

15.4 **Excused Absences**
Makeup of employability grades for excused absences will be allowed. If written documentation or phone call from a parent/guardian is not received by the Attendance Office within 5 days of the absence, the absence will be considered
unexcused. Late documentation will not be accepted. It is the students’ responsibility to obtain and turn in the makeup
work for excused absences within five (5) school days of the absence. If this is not done, a zero will be recorded. The
three (3) options for seat time makeup to be approved by the program instructors are:
1. Instructors will make their class or lab available between 3:00 and 4:00 p.m. for makeup work.
2. Reports pertaining to the subject being taught will be accepted as makeup (length and format to be determined by
the instructor).
3. Participation in student organizational activities may be counted as makeup.
   * A maximum of six (6) makeups per semester will be allowed;
   * The Campus Director/Principal or designee shall have discretionary authority to approve any makeup for days
     missed beyond the 10-day limit.

It is the parents’ responsibility to notify the Attendance Office of Great Plains Technology Center if their
son/daughter will not be in attendance. The Lawton campus telephone number is 250-5600 or 1-800-244-1024 and the
Frederick campus telephone number is 335-5525 or 1-800-460-5525.

Any student receiving an F grade due to attendance may not be allowed to enroll for the next semester. Extenuating
circumstances may be considered by the Campus Director/Principal or designee in administration of this
policy.

16.0 Secondary Student Grading Policy
The Great Plains Technology Center employs the following system for determining grades:

A = 90 - 100  D = 60 - 69  N = No Grade
B = 80 - 89  F = Below 60  I = Incomplete*
C = 70 - 79  W = Withdrawn

*All Incompletes must be made up within 2 weeks.

If a student exceeds ten (10) absences within a semester and required makeup work is not completed (a
maximum of only six (6) excused absences can be made up), they shall automatically receive a grade of F for the
semester. Students who receive an F for attendance will be given a numerical grade of 59. If the earned average is lower
than 59 they will receive the lower actual average.

17.0 Adult Student Attendance Policy
It shall be the adult attendance policy of Great Plains Technology Center to allow no more than eight (8)
absences per semester (four (4) absences for summer semester). Makeup of seat time will be allowed up to 12 hours per
semester for full time students and 6 hours for half time students. If a student exceeds the maximum number of absences
with no seat time makeup, appropriate disciplinary action will be taken up to and including termination. Seat time makeup
may be made up for documented absences with due dates determined by the instructor. Documentation should be turned
in to the Adult Admissions Secretary and will be approved by the Campus Director/Principal. The Campus
Director/Principal or Administrator for appropriate extenuating circumstances may waive this policy. Students receiving
Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to
continue receiving benefits. Students not maintaining required attendance may be dismissed from the program and will
not receive course credit. Variances from the above policy shall be addressed in the individual handbooks.

Students receiving Veterans Educational Benefits who are enrolled in the Flex Practical Nursing Program
at either the Comanche County campus or the Tillman/Kiowa County Campus must attend a minimum of 22 clock
hours per week.

17.1 Tardies
Being to work on time is an important part of being employable, therefore, students must be in class at the
designated time. Habitual and/or excessive tardies will result in the instructor not being able to recommend a student to a
potential employer. Tardies count toward attendance as follows:
A. Any tardy up to one hour in length will count as 1 hour’s absence.
B. Any tardy from one hour to two hours will equate to 2 hours absence.
C. Any tardy after two hours will be equivalent to a full session’s absence (3 hours).
D. Tardies will also be assessed appropriately for leaving class early.
E. Tardies in excess of 10 per semester may result in dismissal.
17.2 **Documentation**
Documentation is not required for make up work or daily grades but is required for missing a test.

17.3 **Temporary Interrupt**
(Leaves of Absence) may be granted to students under certain conditions. Approval by the Director of Instruction or his or her designee is required in all such cases. If an adult student misses five (5) consecutive days of scheduled instruction without proper notification, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Instruction or his or her designee; if not, the interruption will be permanent for that grading period. Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days. Note: (Temporary Interrupts with a 5 day maximum per semester may be allowed for extenuating circumstances in Advanced Respiratory Therapist, Radiologic Technology, Surgical Technology, Business, Management and Administration Career Majors, Auto Service Technician, Pre-Education and Information Technology Career Majors.)

18.0 **Adult Student Grading Policy**
The grading system for adult students will be as follows:

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

*All Incompletes must be made up within 2 weeks.

*VARIANCES FROM THE ABOVE POLICY SHALL BE ADDRESSED IN THE INDIVIDUAL HANDBOOKS.*

19.0 **Repeated Courses**
A student may repeat up to four (4) courses or units as specified by the Course of Study in which the original grade was D or F and have only the second grade count in the calculation of the student's retention grade point average. Students who repeat courses beyond the first four courses of D or F may do so with both the original grades and the repeat grades included in the calculation of the retention grade point average.

20.0 **Report Cards**
Grades of each secondary student will be sent to their sending high school for recording on the student's transcript. The student's sending school will then give out report cards according to their school schedule. Academic progress reports will be mailed to parent(s) or guardian(s) as the need arises. Adult grades are available, upon request, from their instructor.

21.0 **Transcripts**
Transcripts shall be requested in writing and submitted to the Registrar's office located in Building 100, room 111. Transcripts may be issued on completed classes within 5 to 7 working days following the completion date of the class. No charge is assessed for transcripts and you may request up to 5 transcripts at one time. The Official Transcript Release Form is available at Great Plains Technology Center’s website at [www.greatplains.edu](http://www.greatplains.edu) under Student Resources.

22.0 **Competency Verification**
Students who have completed skill-related training as defined by the Oklahoma Department of Career and Technology Education and/or specialized national and state accrediting bodies; who have passed all competency-based performance evaluations; and who are considered ready to test by the instructor will be required to take occupational and/or industry certification test(s) to determine his/her competency attainment and certification achievement. In career majors with no state-developed occupational competency test or industry certification test available, a Competency Profile (and associated assessment instruments) will be used as the primary source of documentation for competency attainment and certification achievement.

23.0 **Requirements for Continuing Enrollment**
A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Course of Study with the permission of the Campus Director/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space
available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

24.0 Withdrawal and Final Clearance

All secondary students who wish to terminate their course of training must obtain a withdrawal slip from their home high school administrative office. This must then be signed by the Great Plains Technology Center's Campus Director/Principal in order to provide the student with a record of clearance from this school. Full-time adult students must fill out a Termination of Attendance form upon completion of a course. For full-time adult students the last date of attendance is considered the withdrawal date.

In order for students to officially "clear" at the end of the school year, and before a passing grade will be given (*see below), it is the responsibility of the student to verify that they have done the following:
A. Returned all school owned books;
B. Completed all academic requirements;
C. Returned all school owned tools;
D. Turned in Student Identification Badge;
E. Paid all bills.

*Adult transcripts will not be issued until final clearance is completed.

25.0 Re-Admission

Any student applying for re-admission to Great Plains Technology Center after withdrawing or having been dismissed shall seek permission from the Superintendent or their designee prior to re-admission.

26.0 Refunds (see refund definition below)

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center will be issued to the person from whom money is received and will be made as follows:
A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A student’s Return to Title IV aid, for those who have received Title IV funds during the 2014/15 school year, is calculated in accordance with the Return of Title IV Funds law addressed in Section 44.11.

All adult students who withdraw from a program must complete a drop form in the Student Office, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

Refunds will be made to the agency or person who paid the tuition/fee charges.

26.1 Refund Definition

Refers to refund of tuition and fees that the school makes to a student or funding source after the student has withdrawn or is dropped from school. The actual amount of the refund is determined according to the school's policy. However, if the student received financial aid from the Student Federal Financial Assistance Programs under Title IV (with the exception of College Work Study), a portion of the refund must be returned to those funding sources. GPTC calculates the return of these “Title IV funds” based on the payment period. Funds are returned to programs in the following order:
A. Federal Pell Grant
B. Federal Supplemental Opportunity Grants
C. Other SFA Programs
D. Other federal, state, private or institutional sources of aid.

Formula to Calculate Aid Return to Title IV funds: (See Financial Aid office for calculation worksheet.)

GPTC will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the student’s last date of attendance. Note: GPTC does not participate in student loan programs.
27.0  **Insurance**
While this school will make every effort to prevent accidents and injuries, the nature of the programs is such that the possibility of injury is greater than that in the regular academic programs. The student is requested to have personal insurance.

28.0  **Telephone**
Except in the case of an emergency, students will not be called out of their classes for telephone calls. Calls on the student phone -- located in the Student Office of Bldg #100, #200 and #700 -- are for student use and calls are limited to one (1) minute.

29.0  **Testing**
To maintain the confidentiality and integrity of all testing materials, the security and procedures for testing are maintained by protecting all test items from loss, unauthorized access, and reproduction. All students are required to present their Great Plains Technology Center identification badge when utilizing the testing facility. No other form(s) of identification will be accepted, including a “temporary or altered” Great Plains identification badge. The use of any communication devices, note passing, hand gestures, unauthorized reference materials and disruptive behavior is prohibited in the testing facility. In addition to a Test Proctor, a computer and video camera monitoring system is enabled to prevent and record intentional access to the Internet, e-mail accounts or other programs which violate testing protocol. A student will immediately be referred to the Campus Director/Principal or his designee if found cheating on a test or violating a testing facility rule which may result in disciplinary action.

30.0  **Transportation**
Transportation will be provided to each of the high schools in the district. Secondary students will be expected to conduct themselves on the school bus the same as the classroom. The bus driver has the same authority as the school teacher.

31.0  **Cars**
31.1  All cars must be parked properly upon arrival and not moved until the end of the class session. **All cars must be registered and the decal must be properly displayed.** Students will not be permitted to loiter in the parking lots or sit in cars during the break or lunch periods. If at any time a student violates the rules and regulations concerning driving of personal vehicles, driving privileges will be revoked. The student will then be required to find other means of transportation.

31.2  If the parent high school permits, secondary students may drive their personal cars to Great Plains Technology Center. **Students from outlying schools that drive their personal cars must be in class at the regularly scheduled class time.**

31.3  The speed limit on campus for all automobiles is **10 miles per hour.** Students violating this regulation will have their driving privileges taken away.

32.0  **Parking**
Students shall park in assigned areas only. Vehicles shall not be backed into parking spaces. Unregistered or improperly parked vehicles are subject to being towed at the owner’s expense.

33.0  **Leaving Campus**
Secondary students will not be allowed to leave campus without proper clearance from their instructor and the Student Office. Adult students must clear with their instructor before leaving the school grounds during class hours.

34.0  **Visitors**
Visitors wishing to tour our facility must report to the administrative offices. Visitors will not be allowed to visit students during class except with the permission of the administrative office.

35.0  **Student Identification Badges**
Students will be issued identification badges at the beginning of the school year (or date of entry into program). Badges will be worn appropriately during the time a student is attending Great Plains Technology Center’s campus or in their respective clinical sites. Students will not be permitted to participate in live projects, work in shop/clinical sites or use cafeteria services (during break periods) on campus without proper identification badge. Students are required to present their Great Plains Technology Center identification badge when utilizing the testing facility.
35.1 **Lost or Altered Badges**

Students will be responsible for replacement of lost or altered identification badges. The cost is $3.00 and badges can be purchased in Great Plains Technology Center’s bookstore. Failure to comply will result in disciplinary actions. Badges must be turned in upon withdrawal or completion of program. The Campus Director/Principal or the S.C.O.R.E. Director may dispense a temporary identification badge to a student to allow them to participate in on-campus activities for a period (not to exceed 3 days) to allow the student time to obtain a replacement. Temporary or altered Great Plains Technology Center identification badges will not be accepted in the testing facility.

36.0 **Care of Books and Equipment**

A great deal of money has been invested in upgrading and maintaining equipment and textbooks. Each student will be responsible for the care of all school owned property assigned to his/her custody. If the items are lost, destroyed or stolen through irresponsible action, the student will be charged the purchase price for replacement. Normal wear and tear is understandable in the educational process.

37.0 **Alarms**

The Great Plains Technology Center has a system of alarms used in case of fire, severe weather activity, or other emergencies. This alarm system will be sounded and explained to the students during the initial portion of the school year. Fire drills will also be practiced periodically during the school year.

38.0 **Diabetic Medical Management**

In accordance to The Diabetes Management Schools Oklahoma Statutes 121096 of Title 70, Great Plains Technology Center will have on file a “Diabetic Medical Management Plan” on all high school students with diabetes and allow these students to self-manage their diabetes on school property. A copy of the student’s “Diabetic Medical Management Plan” will be provided by the student’s home school and a copy will be kept in the student’s records, by the student’s teacher and by the school nurse. The teacher, school nurse, and other personnel will be directed in the individual needs of the student by the student’s “Diabetic Medical Management Plan” in order to provide a safe and optimal learning environment for the student with diabetes.

39.0 **Emergency Management**

Great Plains Technology Center has in place an emergency management plan that will be reviewed with all students periodically by their instructors.

40.0 **Internet Acceptable Use Policy**

Creation, publication, and utilization of documents by electronic means, via the Internet and its associated World Wide Web or E-Mail service, must be consistent with both the mission and goals of the Great Plains Technology Center School District. Communications fall under the Oklahoma State Open Records Act.

Great Plains Technology Center reserves the right to review the contents of any media or device used with Great Plains Technology Center equipment. Devices and media include, but are not limited to: flash drives, external hard drives, storage media, CD’s, DVD’s, and cameras. Reviews will be conducted when there is reason to believe there may be malicious, harmful, or obscene content that violates Great Plains Technology Center’s Acceptable Use Policy. Devices and media are routinely scanned for viruses which may produce reason for the review.

40.1 **Acceptable Use**

The use of your account must be in support of education and research and consistent with the educational objectives of the Great Plains Technology Center school district. Use of another organization’s network or computing resources must comply with the rules appropriate for that network.

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.

40.2 **Unacceptable Use**

As a non-profit educational institution, individual use of Great Plains Technology Center school district provided resources should be focused on the school’s mission and goals. It is not acceptable to use Great Plains Technology Center school district provided internet resources in for-profit business, or personal non-school-related activities. It is not permitted to use Great Plains Technology Center school district computing and electronic communications facilities and services for unlawful or malicious activities, or for proprietary purposes. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

The Superintendent or his designee will deem what is inappropriate use and their decision is final. Also, the Superintendent, his designee, or the Director of Information Technology may close an account at any time as required.
40.3 Privileges
The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation or restriction of those privileges.

40.4 E-Mail and Real Time Chat
An internet E-Mail account is provided for each full-time school employee, Internet E-Mail is to be used for school business. Students are not to use internet E-Mail for personal use. Real time chat lines are to be used for school business or training purposes only.

40.5 Network Etiquette
You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited, to the following:

A. Be polite. Do not get abusive in your messages to others.
B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
C. Do not reveal personal address, phone numbers or personal information of yourself, students or colleagues.
D. Note that electronic communications are not guaranteed to be private. System Administrators have access to all electronic communication. Electronic communications relating to or in support of illegal activities may be reported to the authorities.
E. Do not use the network in such a way that you would disrupt the use of the network by other users.
F. All communications and information accessible via the network should be assumed to be property of Great Plains Technology Center school district.

40.6 Responsibility
Great Plains Technology Center school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. Great Plains Technology Center school district will not be responsible for any damages. This includes but is not limited to: loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Great Plains Technology Center school district specifically denies any responsibility for the accuracy or quality of information obtained through these services.

40.7 Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Superintendent, his designee, or the System Administrator. Do not demonstrate or discuss the problem with other users. Do not use another’s individual account. Attempts to logon to the Internet as the Administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

40.8 Vandalism
Vandalism will result in cancellation of privileges or other disciplinary action as deemed appropriate. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. If a Great Plains Technology Center School District user violates any of these provisions, his or her account may be terminated, and failure access may also be denied.

The Superintendent or his/her designee will deem what is inappropriate use and their decision is final. Also the Superintendent, or his/her designee, or the network administrator may close an account at any time as required.

40.9 Software and Disk Policy
Any copyrighted software, and/or software that electronically damages data, software or hardware (i.e., computer viruses), found in the possession of students serves as a violation of the student policy regarding electronic equipment and care of school property. All software must be approved by the Director of Information Technology prior to installation on school computers. Disobeying this policy is grounds for disciplinary action.

40.10 Internet Use Agreement Form
The signature(s) on the Internet Use Agreement form is(are) legally binding and indicates the party(parties) who signed has(have) read the terms and conditions carefully and understand(s) their significance.
41.0 Social Media Policy

41.1 Introduction

Great Plains Technology Center recognizes that access to technology in school gives users greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping individuals develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Social Media Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school network.

Lines are easily blurred between personal and professional social media accounts. Great Plains respects and honors an individual’s right to freedom of speech. However, an employee’s social media posts on either a professional or personal account, that disrupts Great Plains’ instructional or business service delivery is prohibited and may result in disciplinary actions.

A. The network is intended for educational/business purposes.
B. All activity over the network or using district technologies may be monitored and retained.
C. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
D. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
E. Misuse of school resources can result in disciplinary action.
F. We make a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
G. Users of the network or other technologies shall alert IT staff at helpdesk@greatplains.edu or 351.6710 immediately of any concerns for safety or security.

In conjunction with Great Plains Technology Center’s Internet Acceptable Use Policy, GPTC will grant controlled access to social media accounts for educational purposes. These requests must be made in writing, with an educational/business purpose identified, and approved by the supervisor and director of information technology.

Social media accounts include but are not limited to:
• Facebook
• Twitter
• YouTube

Once access is granted, the career major teacher/director or business service coordinator is responsible for providing education to users regarding proper use of a school-sponsored account.

All electronic records created with Great Plains Technology Center’s equipment or in association with an official social media account are subject to the Open Records Act. All users should be aware that all GPTC electronic records may be requested and Great Plains must provide those records according to the laws of the State of Oklahoma.

Proper use and training include but are not limited to:
A. Providing professional development and user training on the requirements of open records for GPTC, emphasizing that all communication on GPTC servers and sponsored pages are subject to the open records act.
B. Complying with the GPTC Media Style Guide, as developed by the Communications and Marketing department. This guide will establish appropriate cover photos, icons, and graphics, and other style elements for Great Plains Technology Center-sponsored accounts.
C. Maintaining a professional voice in all communications sent via a Great Plains sponsored accounts.
D. Obtaining media releases from employees, students, and clients who might appear on the account. Blanket release signage may be developed to obtain implied permission to post pictures from public events such as job fairs, trade shows, and other events in which members of the public may participate.
E. Developing and monitoring the sharing of any social media post previously online.
F. Recognizing that disclosing proprietary or personal information about students, clients, or other users of a Great Plains sponsored site, whether in visual, printed, or audio media, without their permission is prohibited on personal and/or professional social media accounts.
41.2 Professional Boundaries
All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:
A. Using email, text messaging, instant messaging or social-media sites to discuss with a student a matter that does not pertain to school-related activities.
B. Establishing personal relationships and fraternizing with students on social-networking sites such as Facebook, Instagram, Twitter, or other social-media sites. Materials that employees post on social networks that are publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents/guardians or impair the employee’s ability to serve as a role model for our students.

Acceptable use includes:
A. Appropriate discussions would include the student’s schoolwork, class activity, CareerTech Student Organization, or other school-sponsored activity.
B. Electronic communications with students are to be sent simultaneously to multiple recipients, not just to one student, except where the communication is clearly school-related and inappropriate for other students, or irrelevant for persons other than the individual student to receive (for example, a message about a student’s grades)

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children or other family members who are students.

41.3 Personal Safety
If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an instructor, supervisor, or IT department at helpdesk@greatplains.edu or 351-6710 immediately. Users should never share confidential, personal or financial information.

41.4 Cyberbullying
Cyberbullying will not be tolerated. Engaging in cyberbullying, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. All activities are monitored and retained.

41.5 Limitation of Liability
Great Plains Technology Center will not be responsible for damage or harm to persons, files, data, or hardware. While Great Plains Technology Center employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Great Plains Technology Center will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

41.6 Violations of this social Media Policy
Violations of this policy may have disciplinary repercussions, including:
A. Suspension of network, technology, or computer privileges
B. Notification to parents
C. Detention or suspension from school and school-related activities
D. Legal action and/or prosecution

Users of Great Plains sponsored accounts should be aware of the prevalence of recording technology across all populations and conduct themselves accordingly. Access to a Great Plains sponsored account is a privilege which can be revoked and disciplinary action, if necessary, can be taken in accordance with all published Great Plains Technology Center Policies and Procedures and Student Handbooks.
42.0 Student Right to Know

Information regarding graduation/completion and transfer out rate is available on the National Center for Education Statistics website at [www.nces.ed.gov/IPEDS](http://www.nces.ed.gov/IPEDS). This report contains a record of all identified crimes committed on Great Plains Technology Center’s property.

Gainful Employment Disclosure information is located in the Adult Courses Information Section, Career Majors Approved for Federal Financial Aid on the Great Plains Technology Center’s website at [www.greatplains.edu](http://www.greatplains.edu).

The Netprice Calculator template is located in the Student Resource section on the Great Plains website at [www.greatplains.edu](http://www.greatplains.edu). The purpose of the Netprice Calculator is to assist current and prospective students and their families in estimating the individual net price for an institution.

**Crime Statistics on GPTC Campuses (FY2013):**

**Lawton Campus**

<table>
<thead>
<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assaults</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Statistics on Arrests**

<table>
<thead>
<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Frederick Campus**

<table>
<thead>
<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assaults</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Statistics on Arrests**

<table>
<thead>
<tr>
<th>Offense</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Campus Policy on Reporting Crimes**

The Board of Education of Great Plains Technology Center shall endeavor to provide a crime-free campus environment for all employees and students. Consistent with this effort, all students are required to report any criminal activities or actions of a suspicious nature to the Campus Director/Principal and/or his/her designee who shall be designated as head of security for each respective campus. Students may also report such activities to their teachers or to an Administrator. Upon investigation by the Campus Director/Principal and/or his/her designee, local law enforcement officials shall be notified if deemed necessary by the Campus Director/Principal.

If a student wishes to report suspicious or criminal activities anonymously, he/she may call the Lawton Police Department Crime Stoppers at 580-355-4636 or go online at [www.lawtoncrimestoppers.com](http://www.lawtoncrimestoppers.com).
43.0 **College Credits**
For specific information related to cooperative alliance agreements available at Great Plains Technology Center contact:
**Lawton Campus** - Heather Ballou @ Phone: 250-5539; E-mail: hballou@greatplains.edu
**Frederick Campus** - Nancy Hasley @ Phone: 335-5525; E-mail: nhasley@greatplains.edu

44.0 **Financial Aid**
Financial Aid Officer: Cheryl Rasmussen, Phone: 250-5534 or E-mail: crasmussen@greatplains.edu
Office Location: Bldg. 100, Room 107, Lawton Campus
Office Hours: Monday through Friday, 8:00 am - 4:30 pm

44.1 **Philosophy of Financial Aid**
The Great Plains Technology Center believes that the talents, hopes and ambitions of our young people and adults are among the most valuable resources this nation possesses. With this thought in mind, Great Plains Technology Center will, therefore, make every effort for students to attend school who would normally be deprived of an education because of inadequate funds.

Great Plains Technology Center believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse.)

The Office of Student Financial Aid was established to coordinate all financial assistance offered by the school and to ensure that the established principles are observed in the administration of student aid programs at the Great Plains Technology Center.

44.2 **General Student Admissions and Eligibility Criteria for Federal Financial Aid**

44.2.1 **Admissions Requirements and Title IV Eligibility**

Great Plains Technology Center admits as regular students those who are high school graduates, holders of high school graduation equivalency certificate, and are persons who are at least the age of 17 years.

In general, a student is eligible to participate in federally funded programs if the student:

A. Is a regular student for the purpose of receiving financial aid (pursuing a degree, certificate or other recognized educational credentials).

B. Is enrolled or accepted for enrollment in an eligible program that leads to a certificate or degree as a post-secondary student and be in attendance for 30 hours per week for full-time and 15 hours per week for part-time.

C. To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:
   (1) Has a high school diploma. This can be from a foreign school if it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
   (2) Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; or has completed homeschooling at the secondary level as defined by state law.
   (3) Provide proof of Age (17), Driver’s License or State issued ID, Passport, or Birth Certificate.

D. Is not simultaneously enrolled in an elementary or secondary school.

E. Meets the following Citizenship and Residency Requirements:
   (1) Be a citizen or national of the United States or
   (2) Provide evidence from the U.S. Immigration and Naturalization Service that he/she is a permanent resident of the United States.
   (3) Provide evidence he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.
   (4) Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.

F. Have a valid verifiable Social Security Number.

G. To be eligible to receive Title IV, HEA Program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960.

H. Certify that he/she will use federal student financial aid only to pay for educational costs.
I. Is not in default on any Title IV, HEA Loan Program.
J. Must not owe an overpayment on a Pell Grant or Supplemental Educational Opportunity Grant received at any institution.
K. Must not have borrowed in excess of the annual or aggregate loan limits or received Pell for 12 semesters (600% lifetime eligibility).
L. Must not have property subject to a lien for debt owed to the United States.
M. Comply with our Satisfactory Academic Progress (SAP) included in the Great Plains Technology Center’s Student Handbook.
N. Must not have any disqualifying drug convictions; and
O. Have financial need, if applicable.

In addition, a student’s eligibility for Title IV aid could be affected by such factors as: (1) prior degrees; (2) enrollment status; (3) remedial course work; (4) correspondence study; (5) study by telecommunications; (6) incarceration and conviction for drug offenses. These are general eligibility requirements.

44.2.2 Admissions Procedure
The following criteria must be met for admission to any full-time career major:
A. Meet with a Great Plains Technology Center Career Counselor.
B. Complete and Submit Application to attend Great Plains Technology Center.
C. Provide official assessment results or schedule assessment as required.
D. Provide verification documents if required for Career Major desired such as copies of official high school transcripts in a sealed envelope from high school, or GED.

Great Plains does not recruit students who are already enrolled in a similar program at another institution.

44.2.3 Eligibility of Financial Aid After Drug Conviction
A Federal or State drug conviction can disqualify a student from receiving Federal Student Aid Funds. The student self certifies in applying for aid that he/she is eligible. Great Plains Technology Center is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for Federal Student Aid Funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from the date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from the date of conviction</td>
</tr>
<tr>
<td>3+ Offenses</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

If a student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year, the school may award Federal Student Aid Funds for the current payment period.

Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) and 20 U.S.C. 1091(r)(2).

Standards for a qualified drug rehabilitation program must include:
A. Be qualified to receive funds directly or indirectly from a federal, state or local government program
B. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
C. Be administered or recognized by federal, state or local government agency or court
D. Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
Students are given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1).

44.2.4 Incarcerated Applicants

A student is considered to be incarcerated if he/she is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor) A student is not considered to be incarcerated if he/she is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy states that all classes and practical studies are done at the school's physical location; therefore incarcerated students are not eligible for admission.

44.3 Payment Schedule and Satisfactory Progress

44.3.1 Payment Schedule

Students are paid the 1st disbursement of their Federal Financial Aid at the beginning of the 1st pay period, approximately 4-6 weeks after their start date. Remaining payments are based on satisfactory grade average and attendance for the previous pay period. Pay periods dates are different for each student depending on the career major enrolled and start dates. Upon receipt of an award letter the student is issued a list of estimated financial aid disbursement dates.

44.3.2 Satisfactory Progress

In order to receive Title IV Federal Financial aid at Great Plains Technology Center, a student must be in good standing and making satisfactory progress according to the institutional standards. The standards are as follows:

Good standing is initially defined as the student being eligible for admission to an eligible educational program. Beginning with the 2012-2013 award year students must have a high school diploma, GED or complete his or her state’s requirement applicable to home schooling to receive Federal Financial Aid. Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Great Plains Technology Center. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending Great Plains.

Continued eligibility is based on meeting minimum standards in terms of conduct, grades and Great Plains Technology Center’s attendance policy. Students are allowed 8 absences per pay period.

Satisfactory progress is determined at payment period intervals.

Satisfactory progress reports are sent to instructors to complete at the end of each payment period.

Great Plains Technology Center requires its students to maintain Satisfactory Academic Progress (SAP) as established by Great Plains in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government’s Title IV financial aid programs. These standards apply to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

A. Satisfactory progress is defined by the institutional policy as having a grade of "C" or better at the end of a pay period AND students must complete work at a pace that enables completion in the allotted hours in the Career Major. Specifically this means that a student enrolled in a 1050 clock hour Career Major attending full time should complete the Career Major in nine (9) months. All students must maintain a cumulative academic average of “C” for all Great Plains Technology Center Career Majors.

B. All students are held responsible for regular and punctual attendance. Great Plains Technology Center students may not be absent for more than eight (8) days per semester (pay periods for Federal Student Aid funded students).

C. All students must complete the program within one and one-half (1 ½) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
Students who have more than 5 days of consecutive absences will be dismissed ( unofficially withdrawn). This standard shall apply to all students except those on an approved Temporary Interrupt (leave-of-absence). Students who expect to be absent 5 or more days are encouraged to request a Temporary Interrupt (leave-of-absence).

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the Student Handbook.

**Quantitative Requirement:**
All students must complete their educational program in no longer than 150% of the published length of the program. A Temporary Interrupt (leave-of-absence) will extend the student's contract period, and maximum time frame, by the same number of days in the temporary interrupt (leave-of-absence).

All clock hours at the Institution and transfer hours must be counted toward the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

Students must also meet the attendance requirements as outlined in Great Plains Technology Center Student Handbook.

**Academic Year Definition:**
Great Plains Technology Center academic year is defined as 1050 hours and 38 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

**Evaluation Periods:**
Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Example: For all 1050 clock hours Career Majors a student is evaluated at the increments in which the student is scheduled to reach 525 and 1050 clock hours.

Example: For the Radiology Technology Career Major a student is evaluated at the increments in which the student is scheduled to reach 525, 1050, 1575 and 2100 clock hours.

Example: For the 610 clock hour Firefighter Career Major, a student is evaluated at the increments at which the student is scheduled to reach 305 and 610 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 525 clock hours or at the time of actual completion of the remaining hours whichever occurs first.

**Warning / Development Status / Appeal / Probation:**
Students who fail to meet minimum requirements (90% cumulative attendance for Great Plains Technology Center Career Majors and no more than 8 total absences per pay period and a grade average of “C”) for attendance and academic progress at the end of a payment period will be placed on a financial aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning period, the student will be placed on Academic Probation Development status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within ten (10) school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.
**Appeal Process:**
A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student who wishes to appeal Academic Probation Status and loss of Title IV eligibility must submit a written request to the Financial Aid Coordinator within ten (10) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) which the student believes deserves special consideration. The basis on which a student may file an appeal: death of a relative, an injury or illness of the student, or other special circumstance. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period.

Once the Financial Aid Coordinator receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Financial Aid Coordinator will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV eligibility for aid reinstated for one payment period.

**Financial Aid Probation Status:**
A student placed on Financial Aid Probation may receive Title IV, HEA program funds for one payment period. Any student which prevails upon the appeal process shall be placed on Financial Aid Probation and will be eligible to receive Title IV during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid Probation period will be ineligible to receive Title IV funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

**Reinstatement of Aid:**
This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

**Financial Appeal Granted:**
Should the student prevail upon their appeal they will be placed on a Financial Aid Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institution’s Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE (1) payment period.

**Returning Student From A Leave of Absence or Withdrawal:**
All students who have withdrawn or taken a Temporary Interrupt (leave-of-absence) and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

**Re-establishment of Satisfactory Academic Progress:**
Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation period.

**Reinstatement of Financial Aid:**
Title IV, HEA funds will be reinstated to qualified students who have received a Financial Aid Probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to compete their Career Major within the maximum time frame.

**Noncredit and Remedial Courses:**
Noncredit and remedial courses do not apply at Great Plains Technology Center. Therefore, these items have no effect upon the school’s Satisfactory Progress Standards.
44.3.3 Transfer Students
Great Plains Technology Center will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Great Plains Technology Center; the number of transferable hours depend on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered for both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Transfer students must meet the following criteria:
A. If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be awarded as verified by the transcript.
B. If the prospective student is transferring instructional hours from a school in another state, the instruction provided must be recognized and accepted by the State Board of Oklahoma.
C. Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be awarded as verified by the transcript.
D. Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.
E. All tuition balances must be paid at previous schools to be eligible for enrollment at Great Plains Technology Center.

The SAP policy applies to students transferring from one career major to another. Students are responsible for progress in the first Career Major (even if they did not receive any federal financial aid) before being eligible for federal financial aid in the second Career Major. When a student completes one Career Major and enters another Career Major the Courses of Study in each Career Major are reviewed and students are given advanced standing clock hours for repeat courses inside the Career Majors. The students’ end date and Federal Financial Aid are adjusted accordingly.

44.4 Student Rights and Responsibilities of Recipients

44.4.1 Right-to-Know
A. The institution’s accrediting and licensing organizations and contact information for filing complaints
B. All programs offered and detailed information regarding each program of interest, cost of tuition, fees, books and supplies
C. Information about job placement rates and gainful employment program disclosures
D. All financial aid that is available at this institution
E. What procedures are for application
F. Deadlines for submitting application
G. How the school determines your need
H. How much you will get and when you will receive your aid
I. How satisfactory progress is determined
J. The institution’s refund and withdrawal policy

44.4.2 Responsibilities
A. Keep all pertinent information regarding financial aid for future reference
B. Ask questions about financial aid
C. Meet certain percentage of educational costs
D. Report all outside assistance to the financial aid office
E. Complete and submit all required paperwork
F. Use funds for expenses related to this institution’s cost

44.5 Federal Financial Aid Processing
A. Apply for a Federal PELL Grant
   Apply online at www.fafsa.ed.gov. FAFSA worksheets are provided in Building 100
B. What records are needed to complete the FAFSA?
   (1) Most recent U.S. Federal Tax Return (Form 1040, Form 1040A, or form 1040EZ)
(2) Records of untaxed income
(3) Current bank statements/balances
(4) Business and/or farm income records
(5) Records of stocks, bonds, or other investments
(6) Driver’s license and social security card

C. Instructions for completing the FAFSA

(1) Your application can only be filed online for the 2014-15 school year. Go to www.fafsa.ed.gov and follow the instructions carefully.

(2) If you need the Financial Aid Coordinator to assist you with your application, call 250-5534 to make an appointment.

(3) Great Plains Technology Center’s school code is 010717. Our school is identified by this number. Your information will be downloaded to the financial aid office and will be processed as it is received.

(4) You should receive notification by email from the Department of Education when your FAFSA is processed.

(5) Great Plains Technology Center will send you a tracking letter by mail. The tracking letter will instruct you as to what documents are required to process your award. Submit documents to: Cheryl Rasmussen, Financial Aid Coordinator, Building 100, Room 107, phone 580-250-5534, email address is crasmussen@greatplains.edu.

(6) You will receive an Initial Award Letter from Great Plains Technology Center once you are determined to be eligible and your information is correct.

Financial Aid Distribution Dates for the 2014-2015 school-year:

- Tuesday, August 19, 2014
- Tuesday, September 16, 2014
- Tuesday, October 14, 2014
- Wednesday, November 12, 2014
- Tuesday, December 9, 2014
- Tuesday, January 20, 2015
- Tuesday, February 10, 2015
- Tuesday, March 10, 2015
- Tuesday, April 14, 2015
- Tuesday, May 12, 2015
- Tuesday, June 9, 2015
- Tuesday, July 14, 2015

In order to receive a Federal Financial Aid check on one of the disbursement dates listed above students must have submitted all required documentation to the Financial Aid office by the 15th of the previous month of scheduled distribution date.

Checks will be distributed at the Front Desk in Building 100 between the hours of 8:30am and 3:30pm. Students must present their Great Plains Student ID in order to receive a check.

EXAMPLE: To receive a Financial Aid check on September 14th all required documentation must be turned in to the Financial Aid Office by August 15th.

Additional Information for FLEX Practical Nursing Students.

Those students scheduled to receive 2nd semester or final checks: Students must have submitted all required documentation to the Financial Aid Office and have entered 2nd semester or completed the career major by the 15th of the previous month of the scheduled distribution date.

EXAMPLE: To receive a Financial Aid check on September 14th, all required documentation including time sheets and grade report must be submitted to the Financial Aid Office by August 15th.
Clock hour requirements for Flex Nursing Students receiving Title IV Federal Financial Aid (Pell) and Veterans Educational Benefits:

- 1st Pell Disbursement is issued in advance for the first 525 clock hours approximately 6-8 weeks after the start of the career major.
- 2nd Pell Disbursement is issued after the student has successfully progressed to the 2nd semester and has documentation of attending 525 clock hours. When the 2nd disbursement is issued the student has been paid in advance for a total of 1050 clock hours. Documentation of clock hours attended must meet a minimum of 1050 clock hours at the time of graduation in order not to owe a refund to Federal Financial Aid.
- Students receiving Veterans Educational Benefits in a Flex LPN career major must attend a minimum of 22 clock hours a week.

44.6 Types of Financial Aid Available

Federal Pell Grant
The Federal Pell Grant is a federally funded grant program, which provides up to $5,645 per year to post-secondary students enrolled in a Full Time Adult Career Major. Free applications for Federal Financial Aid may be obtained from the Financial Aid Office, Bldg. 100, Room 107.

Great Plains Technology Center Financial Aid Office uses the Edconnect/SIAG program provided by the U.S. Department of Education, therefore, is capable of retrieving ISIR information via the internet. The ISIR information can usually be drawn down within 3 weeks of the Department of Education Processing Center receiving the application from the student.

The ISIR will include a summary of application information and the determination of the EFC figure. The EFC figure is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly.

44.7 Corrections to SAR
Great Plains Technology Center Aid Office has the capability to submit corrections to a student’s SAR electronically.

44.8 Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Education Opportunity Grant (FSEOG) Program provides grants to students who demonstrate financial need to help meet their cost of post-secondary education. Application for FSEOG is the same procedure as applying for Pell Awards are issued by aid office to those students with the lowest EFC figures and are within aid budget limits. Awards depend on student need, availability of FSEOG funds at the school, and the amount of other aid the student is receiving. Students will be notified of their award on their award letter. The maximum FSEOG award at Great Plains Technology Center is $200 for those students attending both the Fall and Spring semesters.

44.9 Oklahoma Tuition Aid Grant (OTAG)
Student State Incentive Grants are known in Oklahoma as Oklahoma Tuition Aid Grants (OTAG). Application is made using the same application for PELL. The grants pay up to 3/4 the cost of tuition for eligible residents of Oklahoma. Eligibility is based upon full time enrollment, status as a resident and need for the grant was evidenced by analysis of application information. Students are advised of awards by letter from the Oklahoma State Regents of Higher Learning. Payment is made by check, usually once in Fall and once in Spring.

44.10 Verification
Students selected for verification by the Department of Education will be notified on their Student Aid Report or by the Financial Aid office. Those selected must submit signed copies of financial documents to the aid office. Students with conflicting information in their file may be selected for verification at the Financial Aid Officer’s discretion. The aid office will notify the student if documentation if required.
44.11 Refund Policy as Related to Receipt of Title IV Financial Assistance

Refund Definition: Refers to refund of tuition and fees that the school makes to a student or funding source after the student has withdrawn or is dropped from school. The actual amount of the refund is determined according to the school’s policy. However, if the student received financial aid from the Federal Student Aid (FSA) Programs under Title IV (with the exception of college work study), a portion of the unearned Title IV aid must be returned. Great Plains Technology Center calculates the return of these “Title IV funds” based on the payment period. Funds are returned to the Title IV, HEA programs in the following order: (Note: Great Plains Technology Center does not participate in Direct Loan programs.)

A. Federal Pell Grant
B. Iraq and Afghanistan Service Grant for which a Return is required.
C. Federal Supplemental Opportunity Grants
D. Other FSA Programs
E. Other federal, state, private or institutional sources of aid.
F. The student

Great Plains Technology Center will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the students’ last date of attendance.

44.12 Other Outside Sources of Aid

BUREAU OF INDIAN AFFAIRS - Contact your local Bureau of Indian Affairs office.

VETERANS EDUCATIONAL BENEFITS - Contact Cheryl Rasmussen, Lawton campus - Bldg. 100- phone # 250-5534 or Veterans’ Administration, Muskogee, OK - phone # 1-888-442-4551.

GREAT PLAINS TECHNOLOGY CENTER FOUNDATION, INC. - Assists with tuition. Eligibility is based on need. Applications are distributed at the Lawton campus in Buildings 100 & 700 and at the Frederick campus. Deadlines are as follows:

April 1 - Summer Semester (classes begin May through July)
July 1 - Fall Semester (classes begin August through December)
December 1 - Spring Semester (classes begin January through April)

NEXT STEP SCHOLARSHIP - The Next Step Scholarship is a one-time tuition scholarship. The maximum award is $1575 toward tuition at Great Plains Technology Center. The scholarship is applied toward tuition for a full-time career major or may be applied toward an ACD (evening) class. The waiver may be used for classes, taken in an approved sequence education plan, and completed by one year from the date of the scholarship. Applicants must apply within 2 years of high school graduation and have graduated from a high school within the Great Plains School District #9.

OTHA GRIMES/FRANCES TUTTLE SCHOLARSHIP - offered through the OKLAHOMA TECHNOLOGICAL FOUNDATION, INC. and distributed each Fall and Spring to current students. Applications are available in the Financial Aid Office, Lawton campus in Building 100, and at the Frederick campus.

REHABILITATION SERVICES - Contact the Oklahoma Department of Rehabilitative Services at 585-4200.

44.13 Treatment Of Title IV Funds Upon Withdrawal From A Clock Hour Career Major/Return Of Title IV Funds

The law now specifies how the school must determine the amount of Student Financial Aid program assistance a student earns if the student withdraws. The law requires when a student withdraws during a payment period or period of enrollment for which the student have been charged, the amount of Student Financial program assistance the student has earned up to that point is determined by a specific formula. If the student received (or the school applied the aid to tuition and/or fees and/or books) less assistance than the amount that the student earned, the student will be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned.

When a student applies for financial aid, the student signs a statement that they will use the funds for educational purposes only. Therefore, if the student withdraws before completing the career major, a portion of the funds they received may have to be returned. Great Plains Technology Center will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below.
This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or dismissed from enrollment at Great Plains Technology Center. It is separate and distinct from the Great Plains Technology Center refund policy. (Refer to institutional refund policy.)

The calculated amount of the return of Title IV funds that is required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to a student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Great Plains Technology Center measures progress in Clock Hours and uses the payment period for the period of calculation.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 30 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible.

**Official Withdrawal Process**
To officially withdraw from Great Plains Technology Center, students must contact the Student Office located in Building 100 to complete an official Termination of Attendance form.

**Unofficial Withdrawal Process**
An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

**Withdraw Before 60%**
The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment.

The institution will use the department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Students are notified by letter within 30 days if a balance is due based on the Return to title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45-day period, if the student fails to pay the amount due, he/she will be reported to the U.S. Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

**Earned Aid at 60%**
Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Coordinator.

The withdrawal date is determined by the school’s student accounting system and shall be the last date of attendance.

Great Plains Technology Center measures progress in Clock Hours and uses the payment period for the period of calculation.

**Post-Withdrawal Conditions Where a Student May be Eligible for Title IV Disbursement after Withdrawal**
If a student did not receive all of the funds that he/she have earned, he/she may be due a post-withdrawal disbursement. The school is required to notify the student if they owe a repayment via written notice. The
The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.
Overpayment of Title IV
Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. A student must make arrangements with Great Plains Technology Center or the Department of Education to return the amount of unearned grant funds.

Student Responsibilities in Regard to Return of Title IV Funds
Includes: a) Returning to the title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation; b) Any notification of withdraw should be in writing and addressed to the appropriate institutional official; c) A student may rescind his or her notification of intent to withdraw but any submission of such notice must be filed in writing; d) Either of these notifications, to withdraw or rescind to withdraw, must be made to the official records/registration personnel at the school.

Refund vs. Return to Title IV
The requirements for the title IV program funds when a student withdraws are separate from any refund policy that Great Plains Technology Center may have to return to the student due to a cash credit balance. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. If the student does not already know what Great Plains Technology Center’s Refund Policy is, he/she can refer to the Great Plains Technology Center’s Student Handbook.

Return to Title IV Questions?
If a student has questions regarding Title IV program funds after visiting with the Financial Aid Coordinator the student may call the Federal Student Aid Information Center at 1-800-4-FEDAID (800-433-3243). TTY users may call 800-730-8913. Information is also available @ www.studentaid.ed.gov.

45.0 Tuition Payment & Out Of District Fee
Tuition and/or documentation from your funding agency is due by the first day of class each semester. If the student withdraws the first day of class, no tuition and fees are due. If the student withdraws between the 2nd and 10th scheduled school days of class, 25% of the tuition and fees are due. If the student withdraws after the 10th scheduled school day, 100% of the tuition and fees are due. Students residing in the Great Plains Technology Center district will be given preference over out-of-district applicants. Students residing in districts outside the Reciprocity Agreement will be considered out-of-district and will be charged an additional $1000.00 for out-of-district fee. Students residing in Cheyenne, Hollis, Mangum, Middleburg, Rush Springs and Terral will be charged the $1000.00 out-of-district fee because their school districts are not members of any Technology Center district.

46.0 Constitution Day
Great Plains Technology Center complies with legislation passed by Congress which states educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year for students served by the educational institution. When September 17 falls on a Saturday, Sunday or a holiday, Great Plains Technology Center will hold Constitution Day activities either the preceding or following week.

47.0 Career Tech Student Organizations
Career Technology’s commitment to student organizations stems from the belief that the total development of individuals is essential to the preparation of competent workers. Research and experience have shown us that student organization activities are the most effective way to teach some of the critical skills that are necessary if our students are to reach their fullest potential.

Great Plains Technology Center offers the opportunity for every student to participate in one of five (5) student organizations. These organizations are considered an integral part of each program offered at Great Plains Technology Center and are sponsored by the instructors. Each career major is a part of a division within education, and each division sponsors a student organization. The five (5) organizations, along with their respective divisions, represented at Great Plains Technology Center (Comanche County Campus) are as follows: Business Professionals of America (BPA), Business Education Division; Health Occupations Students of America (HOSA), Health Service Careers; SkillsUSA, Trade & Industrial Education Division; Family, Career and Community Leaders of America (FCCLA), Family Consumer Sciences Education Division, and Future Educators Association (FEA), Guidance Division. Great Plains Technology Center (Tillman/Kiowa County Campus) offers: BPA, SkillsUSA, & HOSA only.

48.0 Chapter Unit
Each secondary career major at Great Plains Technology Center will be a unit of the respective student organization club chapter and should elect a slate of officers. This slate of officers should consist of a minimum of three (3); President, Secretary/Treasurer, and Reporter.

The major functions of the chapter units are as follows:
A. Conduct business relating to their class activities;
B. Participate in fund-raising activities;
C. Support the all school chapter activities.

Each program instructor will be the advisor for his/her respective class.

49.0 Student Organization Policies And Regulations

49.1 Fund Raising
Any of the individual chapters will be permitted to have approved fund raising activities. Each activity must be cleared with the administration. There will be no fund raising activities in the home high school.

49.2 Activity Trips
All trips or activities, regardless of location, must be scheduled through the Activities Coordinator and Campus Director/Principal. Students attending activities (whether away from school or on school property) will be subject to the provisions of the student code. Students must be deemed eligible by their home school before attending any Great Plains Technology Center sponsored activity, which involves being absent from their home school classes.

49.3 Activity Trip Fees
If a trip involves a fee, in most cases this fee will be paid by the organization’s activity account. If a student commits to attend the trip and the fee is prepaid, that student must attend the trip or reimburse the organization the total amount prepaid.

50.0 Domestic Violence/Violence Against Women
In the course of any disciplinary proceeding of an alleged sexual offense, both the accuser and the accused will be entitled to the same opportunities to have others present. In addition, both the accuser and the accused will be informed of the outcome of the proceeding and any sanctions imposed following such a proceeding.

The Student Support Services Department shall maintain information including:
- Rape
- Acquaintance Rape
- Forcible Sexual Assault
- Non-forcible Sexual Assault

This information shall be available to all students through the Campus Crime Report, and its existence and location will be given to all students during student orientations. Students may also be referred to online sources for information, including resources defining sexual assault, prevention of sexual assault, and both male and female roles in sexual assault. This list of resources will be made available in the Student Support Services Department and will be distributed to all teachers during orientation. This information shall also appear in the Student Handbook, which is available to all students and parents of students on the Great Plains Technology Center website.

Students will also be informed regarding the presence of security on campus and available assistance in notifying the authorities, if the student requests such assistance.
### COST SHEET 2014-15

<table>
<thead>
<tr>
<th>Cluster ➤ Pathway ➤ Career Major</th>
<th>Tuition</th>
<th>Additional Fees</th>
<th>Total Cost</th>
<th>Hours</th>
<th>Length</th>
<th>Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARCHITECTURE &amp; CONSTRUCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Carpenter - M. Ferguson - T. Biggs</td>
<td>$2,722.50</td>
<td>$150.00</td>
<td>$2,872.50</td>
<td>1815</td>
<td>18 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td>Residential Carpenter - M. Ferguson - T. Biggs</td>
<td>$1,575.00</td>
<td>$153.00</td>
<td>$1,728.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td>Residential Electrician's Assistant - M. Klein - E. Betancourt</td>
<td>$1,575.00</td>
<td>$966.00</td>
<td>$2,541.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td>Unlimited Electrician's Assistant - M. Klein - E. Betancourt</td>
<td>$2,722.50</td>
<td>$966.00</td>
<td>$3,688.50</td>
<td>1815</td>
<td>18 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td><strong>ARCHITECTURE &amp; CONSTRUCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential HVAC Technician - J. Noble</td>
<td>$1,575.00</td>
<td>$372.20</td>
<td>$1,947.20</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td>Industrial HVAC Technician - J. Noble</td>
<td>$1,575.00</td>
<td>$370.50</td>
<td>$1,945.50</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td><strong>ARTS, AV TECHNOLOGY &amp; COMMUNICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Graphic Designer - B. Craddock</td>
<td>$1,575.00</td>
<td>$33.00</td>
<td>$1,608.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td><strong>BUSINESS MANAGEMENT &amp; ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Office Assistant - TBD</td>
<td>$1,575.00</td>
<td>$677.50</td>
<td>$2,252.50</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Executive Administrative Assistant - TBD</td>
<td>$1,620.00</td>
<td>$592.50</td>
<td>$2,212.50</td>
<td>1080</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>EDUCATION TRAINING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Education - A. Jenkins</td>
<td>$900.00</td>
<td>$76.00</td>
<td>$976.00</td>
<td>600</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>HOSPITALITY &amp; TOURISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Hospitality Service Assistant - R. Quiles</td>
<td>$1,575.00</td>
<td>$13.00</td>
<td>$1,588.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Monthly</td>
</tr>
<tr>
<td><strong>HOSPITALITY &amp; TOURISM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Culinary Hospitality Assistant - B. Ronio &amp; B. Cauthon</td>
<td>$1,657.50</td>
<td>$130.00</td>
<td>$1,787.50</td>
<td>1105</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td>Culinary Coordinator - B. Ronio &amp; B. Cauthon</td>
<td>$1,575.00</td>
<td>$130.00</td>
<td>$1,705.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3D Animator - J. Wright</td>
<td>$1,575.00</td>
<td>$73.00</td>
<td>$1,648.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Multimedia Assistant - D. Tibbs</td>
<td>$1,575.00</td>
<td>$98.00</td>
<td>$1,673.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Video Producer - D. Tibbs</td>
<td>$1,620.00</td>
<td>$53.00</td>
<td>$1,673.00</td>
<td>1080</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop Support Technician - J. Standridge</td>
<td>$1,575.00</td>
<td>$485.00</td>
<td>$2,060.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Technician Associate (Server Emphasis) - N. Alexander</td>
<td>$1,575.00</td>
<td>$830.00</td>
<td>$2,405.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Network Technician Associate (Advanced Standing)- N. Alexander</td>
<td>$1,575.00</td>
<td>$1,080.00</td>
<td>$2,655.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Cyber Security Forensics Specialist - W. Sloan</td>
<td>$1,620.00</td>
<td>$552.00</td>
<td>$2,172.00</td>
<td>1080</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>LAW, PUBLIC SAFETY, CORRECTIONS &amp; SECURITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic EMT / Firefighter - N. Howell</td>
<td>$915.00</td>
<td>$1,455.00</td>
<td>$2,370.00</td>
<td>610</td>
<td>5 mo</td>
<td>Jan &amp; Aug</td>
</tr>
<tr>
<td><strong>LAW, PUBLIC SAFETY, CORRECTIONS &amp; SECURITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Officer - B. Neasbitt</td>
<td>$1,575.00</td>
<td>$223.00</td>
<td>$1,798.00</td>
<td>1050</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>MANUFACTURING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combination Welder - A. Bellamy</td>
<td>$1,575.00</td>
<td>$960.00</td>
<td>$2,535.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Jan &amp; Aug</td>
</tr>
<tr>
<td><strong>TRANSPORTATION, DISTRIBUTION &amp; LOGISTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combination Collision Repair Technician - T. Josey</td>
<td>$1,575.00</td>
<td>$120.00</td>
<td>$1,695.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Jan &amp; Aug</td>
</tr>
<tr>
<td><strong>TRANSPORTATION, DISTRIBUTION &amp; LOGISTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technician - B. Peters - J. Knight</td>
<td>$1,575.00</td>
<td>$120.00</td>
<td>$1,695.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Jan &amp; Aug</td>
</tr>
<tr>
<td><strong>TRANSPORTATION, DISTRIBUTION &amp; LOGISTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium/Heavy Diesel Truck Service &amp; Light Repair Technician - E. Alexander</td>
<td>$1,575.00</td>
<td>$160.00</td>
<td>$1,735.00</td>
<td>1050</td>
<td>9 mo</td>
<td>Jan &amp; Aug</td>
</tr>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nurse TRADITIONAL- L. Meyer</td>
<td>$2,262.00</td>
<td>$2,963.00</td>
<td>$5,225.00</td>
<td>1508</td>
<td>12 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Practical Nurse FLEX DAY - L. Meyer</td>
<td>$2,262.00</td>
<td>$2,963.00</td>
<td>$5,225.00</td>
<td>1508</td>
<td>12-24 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>*Advanced Respiratory Therapist - J. Schoolfield</td>
<td>$2,667.00</td>
<td>$2,964.15</td>
<td>$5,631.15</td>
<td>1778</td>
<td>16 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td>Surgical Technologist - A. Tahah</td>
<td>$1,777.50</td>
<td>$1,672.50</td>
<td>$3,450.00</td>
<td>1185</td>
<td>9 mo</td>
<td>August 2015</td>
</tr>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Radiologic Technology - C. Baxter</td>
<td>$3,799.50</td>
<td>$2,843.50</td>
<td>$6,643.00</td>
<td>2533</td>
<td>22 mo</td>
<td>August 2015</td>
</tr>
</tbody>
</table>

Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a career major for more than 10 scheduled school days will be responsible for the full semester’s tuition and fees, regardless of enrollment or funding status.

Prices are subject to change without notice. *Requires Prerequisite ** Not Pell Eligible Revised 6/3/14
### 2014 – 2015 Annual Notice

**Required Disclosures of Student and Employee Consumer Information**

Contact Student Office for a paper copy of the Student Handbook. Contact Student Services for a copy of the General Information about Great Plains Technology Center booklet, career major brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director - Principal for questions concerning FERPA

<table>
<thead>
<tr>
<th>What to Disclose, When, and to Whom</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information</th>
</tr>
</thead>
</table>
| **What:**  
Institutional Information (668.43)  
Upon Request  
To: Enrolled Students  
Prospective Students | • Cost of attending school i.e.: Tuition and Fees  
• Institutional Refund Policy  
• Requirements for officially withdrawing from school  
• Requirements for return of Title IV, HEA grant or loan aid  
• Information regarding the career majors, institutional facilities and faculty  
• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school’s accreditation, licensing, or approval documentation  
• Description of any special services and facilities for disabled students  
• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them | Student Handbook  
Tech – Tab Booklet  
Click on IPEDS COOL Search for Great Plains Technology Center  
Application Information Booklets |
| **What:**  
Financial Assistance Information (668.42)  
Upon Request  
To: Enrolled Students  
Prospective Students | • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award  
• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements  
• Right to and procedures for inspecting and reviewing student’s education records  
• Right to procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights  
• Right to consent to disclosure of personally identifiable information contained in student’s education records  
• Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent | Student Handbook  
Tech – Tab Booklet  
Application Information Booklets  
Studentaid.ed.gov  
http://www.greatplains.edu |
| **What:**  
Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99  
Upon Request  
To: Enrolled Student  
Parents of Enrolled Students under the age of 18 | • Right to and procedures for inspecting and reviewing student’s education records  
• Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights  
• Right to consent to disclosure of personally identifiable information contained in student’s education records  
• Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent  
• The institution’s completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion  
• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours  
• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants  
• Retention rates of certificate or degree-seeking first-time full-time undergraduate students | Student Handbook  
http://www.greatplains.edu/student-resources/  
Great Plains Technology Center Policy and Procedures Manual  
Great Plains Technology Center website at [www.greatplains.edu](http://www.greatplains.edu) |
| **What:**  
Campus Security Report (668.46)  
When: Annually by Oct. 1  
Upon Request  
To: Enrolled Students  
Current Employees  
Prospective Students  
Prospective Employees | • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-felible and non-felible; (4) robbery; (5) aggravated assault, (6) burglary; (7) motor vehicle theft; (8) and arson  
• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim’s actual or perceived race, gender, sexual orientation, ethnicity, or disability)  
• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations  
• Policies concerning the security of and access to campus facilities and procedures to report campus crimes  
• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws  
• Plus: Crime Prevention Career majors, Drug/Alcohol Abuse Education Career majors, Sexual Offenses/Harassment and how to report such offenses | Student Handbook  
http://www.greatplains.edu/student-resources/  
Search for Great Plains Technology Center  
Great Plains Technology Center website at [www.greatplains.edu](http://www.greatplains.edu)  
Great Plains Technology Center Intranet |
<table>
<thead>
<tr>
<th>Additional Student and Employee Consumer Information</th>
<th>Where to Find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Price Calculator</td>
<td>• <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></td>
</tr>
</tbody>
</table>
| Text Book Information/information for College Bookstores | • Non-Medical and Medical Application Information Booklets  
• [www.greatplains.edu/adults/](http://www.greatplains.edu/adults/)  
• Great Plains Technology Center Courses of Study |
| Transfer of Credit/Articulation Agreements | • TechTab  
• [www.greatplains.edu](http://www.greatplains.edu) |
| Vaccination Policy | • Medical Application Information Booklets |
| Voter Registration | • Applications are located in Building 100 or online at [http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/](http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/)  
• Applications are given to students at Orientation |
| Drug and Alcohol Prevention Information | • Great Plains Technology Center Policy and Procedures Manual  
• Student Handbook |
| Copyright Infringement | • Great Plains Technology Center Policy and Procedures Manual  
• Student Handbook |
| Penalties for Drug Law Violations | • Great Plains Technology Center Policy and Procedures Manual  
• Student Handbook |
| Internet Use Policy | • Great Plains Technology Center Policy and Procedures Manual  
• Student Handbook |
| Absence Policy | • Student Handbook |
| GED Prep Course | • Contact Great Plains Technology Center; 580-355-6371 |

**NOTICE OF NONDISCRIMINATION**

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its career majors, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Great Plains Technology Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers
Lawton campus—James Bishop or Karen Bailey at 580.355.6371
Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

El Great Plains Technology Center no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus carrera menores, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Great Plains Technology Center tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK o Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers
Lawton campus—James Bishop or Karen Bailey at 580.355.6371
Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

Website [www.greatplains.edu](http://www.greatplains.edu)

Email address for information [www.info@www.greatplains.edu](http://www.info@www.greatplains.edu)

Revised by the Financial Aid Coordinator 05/09/14
| INDEX |
|-----------------|-----------------|
| Academic Center | Non-Discriminatory Statement |
| ACCIDENTS/INJURIES, BEFORE 4PM | Offenses Near the School |
| ACCREDITATION | Out-of-District Fee |
| ACTIVITY TRIPS | Parking |
| ADMINISTRATION | Program Costs |
| ALARMS | Purpose/Introduction of Handbook |
| ASBESTOS STATEMENT | Re-Admission Policy |
| ASSAULT ON STUDENT/SCHOOL PERSONNEL | Refund Policy |
| ATTENDANCE POLICY (SECONDARY) | Repeated Courses |
| ATTENDANCE POLICY (ADULT) | Report Cards |
| BOARD OF EDUCATION MEMBERS | SCHOOL CLOTHING |
| BOOKS & EQUIPMENT, CARE OF | SEARCHES |
| BULLYING/CYBER BULLYING | SEXUAL AND/OR RACIAL HARASSMENT |
| CALENDAR FOR 2014-15 (COMANCHE CO.) | SOCIAL MEDIA POLICY |
| CALENDAR FOR 2014-15 (TILLMAN/KIOWA CO.) | SPECIAL NEEDS |
| CARS | STUDENT BEHAVIOR |
| CHAPTER UNIT | STUDENT CONSUMER INFO, REQ. DISCLOSURES |
| COLLEGE ALLIANCE | STUDENT Records |
| COLLEGE CREDITS | STUDENT ORGANIZATIONS |
| COMPETENCY VERIFICATION | STUDENT RIGHT TO DEMONSTRATE |
| CONSTITUTION DAY | STUDENT RIGHT TO KNOW |
| CONTINUING ENROLLMENT, REQUIREMENTS | STUDENT SUPPORT SERVICES |
| CRIME POLICY & STATISTICS | SUPERINTENDENT’S MESSAGE |
| CYBER BULLYING HOTLINE | SUSPENSION, EMERGENCY |
| DELEGATION OF AUTHORITY | SUSPENSION, TEMPORARY |
| DIAGNOSTIC MEDICAL MANAGEMENT | TABLE OF CONTENT |
| DOMESTIC VIOLENCE | TESTING |
| DOMICILY POLICY | TITLE IX COORDINATORS |
| DISTRIBUTION OF PRINTED MATERIAL | TOBACCO OR VAPOR DEVICE, USE/POSSESSION |
| DOMICILY VIOLATION | TRANSCRIPTS |
| DRUG FREE POLICY | TRANSPORTATION |
| DRUGS/ALCOHOL POLICY | TRESPASSING ON SCHOOL PROPERTY |
| EMERGENCY MANAGEMENT | TUITION |
| EMPLOYMENT ADVISOR | VANDALISM |
| EXPULSION PROCESS | VIOLENCE AGAINST WOMEN |
| FINANCIAL AID | VISITATION IN CLASSROOMS |
| FUND RAISING | VISITORS |
| GRADING POLICY, ADULT | WEAPONS, POSSESSION/USE OF |
| GRADING POLICY, SECONDARY | WITHDRAWAL & FINAL CLEARANCE |
| GRIEVANCE PROCEDURE | |