



**GREEN COUNTRY  
TECHNOLOGY CENTER**

**2009-2010  
STUDENT HANDBOOK**

**GREEN COUNTRY TECHNOLOGY CENTER  
INDEX**

Knowing and Abiding by Handbook Policies ..... Page 1

Student Policy ..... Page1

Philosophy and Goals ..... Page 1

Approvals/Accreditation..... Page 2

Career Programs and Majors Offered ..... Page 2

Majors Offered ..... Page 2

Student Enrollment..... Page 3

Minimum/Maximum Enrollment Levels..... Page 4

Ability to Benefit and GED..... Page 4

Tuition ..... Page 4

Next Step Scholarship..... Page 5

Refund Policy for Adult Students..... Page 5

Prior Credit for Adult Students..... Page 5

Change of Major..... Page 6

Student Services ..... Page 6

Financial Assistance..... Pages 7-8

Attendance ..... Pages 8-10

Moment of Silence..... Page 11

Report of Student Progress..... Page 11

Educational Records ..... Page 12

FERPA Plan ..... Page 12

Certificate of Completion ..... Page 13

College Alliance Agreements .....	Page 13
Transportation .....	Page 13
Visitors .....	Page 13
Intruder Policy .....	Page 13
Dress Code .....	Page 14
Drug Free Policy .....	Page 14
Crime and Awareness Policy .....	Pages 14-15
Weapons Free School Policy .....	Pages 15
Sexual Harassment Policy .....	Page 16
Bullying Prevention Act .....	Page 17
Code of Conduct .....	Page 17
Discipline Policy .....	Page 17
Implied Authority .....	Page 17
Student Suspension .....	Page 18
Emergency Suspension .....	Page 19
Appeal of Suspension .....	Page 19
Search and Detention.....	Page 19
Student Grievance Procedure .....	Pages 20-22
Student Organizations.....	Page 23
School Sponsored Activities.....	Page 23
Telephone Usage.....	Page 23
Use of Computing Resources .....	Page 23
Breaks .....	Page 23

Student Lockers .....	Page 24
Personal Property.....	Page 24
Use of Tobacco .....	Page 24
Fire and Tornado Drills.....	Page 24
Lockdown .....	Page 24
On-Job-Training .....	Page 24
Cancellation of Classes.....	Page 24
Asbestos Statement .....	Page 25
Policy Notification.....	Page 25
Student Health Policies .....	Page 25
Legal Issues .....	Page 25
Voter Registration .....	Page 25
Distribution of Printed Materials .....	Page 25
Care of Textbooks, Tools, and Equipment.....	Page 26
Cheating/Plagiarism .....	Page 26
Public Displays of Affection .....	Page 26
Inappropriate Language .....	Page 26
Personnel .....	Page 27
Student Forms.....	Pages 28-29
Internet Code of Conduct/Acceptable Use .....	Pages 29-31
Signature Page .....	Page 32

**GREEN COUNTRY TECHNOLOGY CENTER  
2009-2010 STUDENT INFORMATION**

**KNOWING AND ABIDING BY HANDBOOK POLICIES**

Each student is responsible for knowing and abiding by these policies and others which may be prepared and posted throughout the year.

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

Our purpose demands that we meet changing and growing educational and industrial needs. This commitment means the development of new approaches and designs for learning. The long-range concerns and needs of industry, business and labor, and the consumer, challenge us to design instructional career pathways that will provide competent citizens with an opportunity to learn new skills and upgrade present skills.

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

**STUDENT POLICY**

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

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

**PHILOSOPHY AND GOALS**

Green Country Technology Center exists for the purpose of serving the population in the member school districts of Beggs, Dewar, Henryetta, Morris, Okmulgee, Preston, Schulters, and Wilson with quality career and technical training.

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

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

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

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

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

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

**APPROVALS/ACCREDITATION**

1. Oklahoma State Department of Education, Accreditation Section
2. Oklahoma Department of Career and Technology Education
3. State of Oklahoma, State Accrediting Agency
4. Green Country Technology Center is approved for Pell Grants, Veterans Benefits, WIA, and Vocational Rehabilitation

Copies of these letters of approval/accreditation may be requested from the front office.

**CAREER PROGRAMS AND MAJORS OFFERED**

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

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

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

**MAJORS OFFERED**

**Architecture and Construction**

- Carpentry
- Architectural drafting and Design

**Visual Arts**

- Boot Making
- Saddle Making

**Administrative & Information Support**

- Office Information Specialist

**Health Science**

- Licensed Practical Nurse
- Advanced Acute Care Nursing Assistant (Pre-Nursing)
- Health Careers Certification

**Information Technology**

- Digital Media/Multimedia
- Web Development & Administration

**Manufacturing**

- Mechanical Drafting & Design
- CNC Manufacturing
- Welding - GMAW Structural Welder – (Gas Metal Arc Welding)

**Transportation, Distribution**

- Mechanical Trades

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

## **STUDENT ENROLLMENT**

### **Secondary Day Enrollment**

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

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

Secondary students residing in the Green Country Technology Center District may attend free of charge.

### **Adult Day Enrollment**

Adult students may enroll who satisfy the following requirements:

- Must be at least 16 years of age
- Complete assessment by the Technology Center (testing, interpretation of results, career counseling, and placement in major).

Students who wish to receive financial aid must have a high school diploma, G.E.D. or meet provisions of the Ability to Benefit test.

### **Evening Enrollment**

Announcements concerning offerings and enrollment dates will be made on a service-area basis and applications will be received and enrollments made. Classes will be filled on a first-come, first-serve basis.

### **Business & Industry Enrollment**

Training for specific businesses can be offered on campus or held on-site at the business location. Enrollment will be coordinated through the individual business(es) by the Technology Center.

### **Enrollment Priorities**

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

**MINIMUM/MAXIMUM ENROLLMENT LEVELS**

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

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

**ABILITY TO BENEFIT and GED CERTIFICATE**

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

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

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

**TUITION**

Tuition charges for day-time classes are as follows:

<b>SECONDARY IN-DISTRICT</b>	<b>SEMESTER</b>  NO TUITION COST		<b>YEAR</b>  NO TUITION COST	
<b>SECONDARY OUT-OF-DISTRICT</b>	NO TUITION COST		NO TUITION COST	
<b>ADULT IN-DISTRICT</b>	HALF-TIME (½ DAY)  \$2.50/hour	FULL-TIME (ALL-DAY)  \$2.50/hour	HALF-TIME (½ DAY)  \$2.50/hour	FULL-TIME (ALL-DAY)  \$2.50/hour
<b>ADULT OUT-OF-DISTRICT</b>	HALF-TIME (½ DAY)  \$5.00/hour	FULL-TIME (ALL-DAY)  \$5.00/hour	HALF-TIME (½ DAY)  \$5.00/hour	FULL-TIME (ALL-DAY)  \$5.00/hour

Payment for a major is expected by the first day of class in that major unless prior arrangements have been made or the student is eligible to receive financial aid to cover costs incurred by the

student. Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on probation in the current payment period. Students may receive financial aid assistance during their probationary period; however, if they do not meet satisfactory progress requirements during their probationary period, they will be placed on suspension and will not be eligible for financial aid. Students on suspension must pay tuition fees for the remainder of their major by the first day of their suspended pay period. Students who do not make payments in accordance with district policies will be withdrawn from their major.

### **NEXT STEP SCHOLARSHIP**

Green Country Tech's Next Step Scholarship waives \$200.00 tuition on the last payment for the Practical Nursing major. Scholarship recipients are required to pay fees for that program. The Next Step Scholarship is designed for individuals who have a high school diploma or GED, and have completed the Pre-Nursing major. For all subsequent career programs, the student will be required to pay tuition. The student will still be able to apply for financial aid.

### **INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS**

With written notice of withdrawal:

A full tuition refund will be made if the class is dropped before the first class session. After the first class meeting, and up to 25% of the total class meetings, one half tuition will be refunded. After 25% of class meetings, no tuition refund will be made.

\*No refunds will be given for Adult Fees\*

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

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

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

Should a student believe the individual circumstances warrant exceptions from this published policy the student may appeal in writing to the Director of Full Time Programs. The appeal must be addressed to Green Country Technology Center, Director of Full Time Programs, P.O. Box 1217, Okmulgee, OK 74447.

### **PRIOR CREDIT FOR ADULT STUDENTS**

Adult students enrolling at Green Country Tech who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide AARTS, SMART, CGI, AND CCAR transcripts.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the major at Green Country Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within one week.

If prior, or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours.

Advanced standing credit can also be issued to GCTC students who complete one major at GCTC and then enroll in another, or those who may change from one major to another. The decision as to whether or not the credit will be issued will be determined by the instructor after a student/instructor meeting as stated above, and no tuition or fees will be charged to the student for the advanced standing credit granted.

### **CHANGE OF MAJOR**

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

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

Major changes will be considered on the following basis (1) availability of space in another career program and (2) approval of administration and instructor.

Changes in majors must be arranged through the counselor and cannot be made without the approval of the administration and the instructor(s) involved. Students receiving financial aid must notify the Financial Aid Director.

### **STUDENT SERVICES**

#### **Guidance and Counseling**

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

Green Country Technology Center is making a good faith effort to comply with the provisions and responsibilities of the Americans with Disabilities Act of 1990 (ADA). Services are available to students with disabilities, including accommodations in facilities, classrooms, and services. For more information you may contact Mike Carman, Compliance Coordinator.

#### **Assessment**

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

#### **Academic Career Center**

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

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

## **FINANCIAL ASSISTANCE**

### **Financial Aid**

The primary purpose of Financial Aid at Green Country Technology Center is to provide assistance for financially disadvantaged adult students who, without such aid, would be unable to further their education.

Assistance consists of grants and scholarships.

The family of a student is expected to make a maximum effort to assist the student with educational expenses. Financial assistance from Green Country Technology Center is viewed only as a supplement to the efforts of the family.

The total amount of financial assistance offered to a student by Green Country Technology Center and all other sources shall not exceed the amount of established need.

### **Eligibility**

To receive financial aid the student must:

- \*Be a U.S. citizen or an eligible non-citizen
- \*Be registered for the draft with Selective Service if you are a male who is at least 18 years old and born after December 31, 1959
- \*Not already have a B. S. or B. A. degree
- \*Have financial need as determined by the Department of Education
- \*Be enrolled as a regular student in an eligible major
- \*Be attending at least 15 clock hours per week
- \*Be working toward a certificate
- \*Have a high school diploma or GED or
- \*Pass an independently administered test approved by the U. S. Department of Education
- \*Not be in default on any student loan previously received and not owe a refund on any student grant previously received
- \*Sign a Statement of Updated Information, Registration Status, Anti-Drug Abuse Act, Certification, Education Purpose/Statement of Refunds and Defaults
- \*Not be entitled to receive Federal PELL Grant payments from more than one institution concurrently
- \*Have a valid Social Security number
- \*Make satisfactory progress.

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

### **Records**

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

- \*Form 1020, 1040, 1040EZ, or 1040A (income tax form) for the year proceeding the current school year. Every student who applies for a Pell Grant must agree to provide a signed copy of the applicable return. Independent students must provide the form for themselves and their spouse. Dependent students must provide their form and their parent's form.

\*Payment is by check from Green Country Technology Center. GCTC has two payment periods per award year, and Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major, and on whether the majority of the hours in a payment period fall within that award year.

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

### **Financial Aid Programs Available at Green Country Technology Center**

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

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

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

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

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

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

**Next Step Scholarship** - Green Country Tech's Next Step Scholarship waives \$200.00 tuition on the last payment for the Practical Nursing major. Scholarship recipients are required to pay fees for that program. The Next Step Scholarship is designed for individuals who have a high school diploma or GED, and have completed the Pre-Nursing major. For all subsequent career programs, the student will be required to pay tuition. The student will still be able to apply for financial aid.

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

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

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

### **ATTENDANCE**

Students attending Green Country Technology Center (GCTC) must attend a minimum of ninety percent (90%) of the class sessions each semester for successful program completion. Students who do not maintain this minimum requirement for any reason other than school activities or extenuating circumstances (such as doctor's statement, hospitalization, or death in the family), may be dismissed and/or denied a passing grade in the program. Absences due to approved school

activities, extended illness, or for other reasons deemed unavoidable by the GCTC Administrator will not be charged against the minimum attendance requirement.

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

**Secondary Students:** Attendance reports for secondary students will be phoned daily to the home school.

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

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

### **DOCUMENTATION OF ABSENCES**

Student absences and tardies are recorded daily by instructors and reported to the GCTC Attendance Officer. Three tardies will count as an absence. Excessive tardies will be recorded as absences and reported to parents of secondary students.

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

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

### **CHECKING IN/OUT OF THE ADMINISTRATIVE OFFICE**

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

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

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

## **TARDY POLICY**

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

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

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

## **ATTENDANCE COMMITTEE**

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

- Instructor
- Counselor
- Director of Full Time Programs
- Financial Aid Officer

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

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

### **Attendance Requirements for Financial Aid Students**

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

Attendance is recorded in three-hour increments, i.e. a student attending six hours per day is counted absent twice when the whole day is missed. Adult students attending under funding by federal aid or other outside agencies, or who are in a program or major leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

### **Leave of absence policy for students on financial aid**

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

### **Requirements for continuing enrollment**

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

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

Since certification is based on hours in the course, we will use hours (as one criteria) to determine unsatisfactory performance within the course. This will mean that unsatisfactory notices may be mailed at any time during the course. If a student is operating below the expected minimums during the first four weeks, the counselor and office will be notified; a meeting with the student will be held; an unsatisfactory notice will be sent to the parents. Students will be expected to maintain a 60% grade or better. The student will be put on probation until the nine-week period is complete. If at that time the student is still doing below standard performance with the understanding that if an acceptable standard is not met by the semester, the student will not be enrolled for the following semester at GCTC. The same criteria will be applied for continued enrollment in the second year of the program.

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

**Acceptable Attendance Requirements:  
(Post Secondary)**

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

A. Cumulative

- \* Attendance of 90% of the payment period
  - \* Maintain: C average
  - \* Complete 75% of the curriculum for each pay period
- If satisfactory progress is not maintained:

- Adult students receiving financial aid will be placed on probation for the next pay period. Should satisfactory progress not improve within guidelines during the next pay period, students will be placed on suspension and will lose funding.
- If requirements are not met Veterans will experience an interruption from training from VA and will lose funding until reinstated by VA.

**MOMENT OF SILENCE**

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

**REPORT OF STUDENT PROGRESS**

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

**Secondary student's progress** will be checked quarterly and a report sent to the principal of each high school. Students must be passing each quarter to remain eligible for extra curricular activities.

**Report cards will be issued** each nine weeks for secondary students; adult students will receive report cards according to their major and enrollment status. Grade sheets of secondary students will be sent to the home school for recording on permanent records.

**For students on financial aid**, satisfactory progress is monitored upon completion of each pay period using progress reports obtained from the student's instructor. For example, a full time student enrolled in a 1050 hour major will have a progress report upon completion of the first 525 hours. The second progress report will be made upon completion of the last 525 hours in the major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences.

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

### **EDUCATIONAL RECORDS**

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

Grades are issued on the basis of:

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

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

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

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

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

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

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

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

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

Category I: Name, address, telephone number, dates of attendance, class, electronic mail address, and photograph.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Director of Full Time Programs. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request.

### **CERTIFICATE OF COMPLETION**

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

### **COLLEGE ALLIANCE AGREEMENT**

GCTC has an alliance agreement with Oklahoma State Institute of Technology. The alliance agreement states that upon successful completion of a certified major the student may obtain credits toward an associate's degree. To find out which majors, colleges, and how to apply, contact your instructor or GCTC's counselor.

### **TRANSPORTATION**

High school students are encouraged to use the transportation provided by Green Country Technology Center.

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

The following regulations must be observed by student drivers:

1. Maximum speed on campus is ten (10) miles per hour.
2. Park only in your designated area.
3. Parking is not permitted in fire lanes.
4. Park correctly in the parking lot.
5. Do not park in restricted areas. Students with the proper handicapped decal may park in the designated spaces for the handicapped.
6. Students may not return to their cars during break time or class time.

7. Students are not allowed to remain in their cars upon arrival at school.
8. Selling merchandise from the parking lot is prohibited.
9. Students will not park in visitor parking spaces.

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

### **VISITORS**

Visitors to GCTC are welcome at any time. All visitors (including parents/legal guardians) must check in at the Central Office immediately upon entering the building and sign the visitors' sign-in log. Students are not allowed to bring their children to school unless they have permission from School Administration.

### **INTRUDER POLICY**

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observe an individual in the building who appears suspicious or out-of-place should immediately contact the main office for assistance.

### **DRESS CODE**

The administrative and instructional staff at Green Country Technology Center, in addition to teaching a marketable skill, contend that the school should help students realize that employers and society in general demand certain personal characteristics in an individual, such as neatness and cleanliness. With that objective in mind, it is a requirement that all students enrolled in the regular day classes be clean and neatly groomed at all times. They must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each department and approved by the administration of the school. Students are required to wear clothing and safety devices compatible to the nature of the training. Students that represent the school on field trips will dress appropriately for the field trip.

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

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

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

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

The "Code of Conduct" for students attending Green Country Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity.

Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Green Country Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school.

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

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

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

Green Country Technology Center believes that the public should know how to report a possible crime which occurs on campus.

To report: a victim or witness needs to contact Mike Carman, Director of Full Time Programs. The Director will report this crime to the appropriate local authorities.

**Statistics for Green Country Technology Center**

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

**Statistics on Arrest**

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

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

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

### **WEAPONS FREE SCHOOL POLICY**

It is the policy of Green Country Technology Center, District #28 of Okmulgee County, Oklahoma to comply fully with the Gun-Free Schools Act.

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

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

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

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

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

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

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

### **SEXUAL HARASSMENT**

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

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo harassment – A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's

submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

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

Students or employees should report incidents of possible harassment to the Title IX/504 Compliance Coordinator.

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

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

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

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

### **CODE OF CONDUCT**

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

#### **Some examples of misconduct are:**

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

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

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

### **DISCIPLINE POLICY**

All student behavior should be conducive to a good learning atmosphere. Students are expected to conduct themselves in a professional manner at all times and treat other students and school staff with respect.

### **IMPLIED AUTHORITY**

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

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

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

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

### **STUDENT SUSPENSION**

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

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

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

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

For students who are suspended out of school, an education plan will be considered to provide for eventual reintegration into school. The parent or guardian of the suspended secondary student is

responsible for the provision of a supervised, structured environment for the student and is also responsible for monitoring the student's educational plan of study. All students under suspension are excluded from participation in student organization activities.

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

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

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

### **EMERGENCY SUSPENSION**

The Director of Full Time Programs may suspend a student on an emergency basis, without a hearing, if they have reasonable cause to believe that:

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

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

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

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

### **APPEAL OF SUSPENSION**

Any student who is suspended shall have the right to appeal the administration's decision. In all cases, an investigation will be conducted to determine the guilt or innocence of the student and the reasonableness of the suspension. The student shall have the right at the hearing with the Superintendent to hear the evidence against the student, to present relevant evidence and to be represented by counsel. If no notice is given within the prescribed time, the decision of the administrator is final.

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

### **SEARCH AND DETENTION**

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

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

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

## **STUDENT GRIEVANCE PROCEDURE**

### **Purpose**

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

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

- Title VII of the Civil Rights Act (Sexual Harassment)
  - Title VI of the Civil Rights Act of 1964
  - Title IX of the Education Amendments of 1972
  - Section 504 of the Rehabilitation Act of 1973
  - Title II of the Americans with Disabilities Act of 1990
  - Family Educational Rights and Privacy Act
  - Student Right to Know and Campus Security Act
  - Oklahoma Open Records Act
  - Age Discrimination Act of 1975
1. An alleged violation of the rules and regulations or the standards of accreditation established for the operation of Green Country Technology Center;
  2. An alleged violation of the terms and condition of contracts or agreements established with other entities to provide support services or technical/vocational training to specific individuals or groups; or
  3. An alleged violation or inappropriate application of institutional and/or school district policy.
  4. Filing Options: Although the grievance procedure is designed to encourage the resolution of complaints at the local level, the provisions of some laws provide the grievant the option of filing a complaint directly with the agency responsible for compliance. When this option is

available, the address for filing complaints will be noted with the description of the specific law.

5. Accrediting Agency Option: When a grievance is filed for Title IX or Section 504 of the Rehabilitation Act, a grievant has the option to seek assistance from the appropriate office within the Oklahoma Department of Career and Technology Education:  
Oklahoma Department of Career & Technology Education  
Stillwater, Oklahoma 74074-4364  
1-800-522-5810 or 1-405-377-2000
6. Exceptions: Participants in the federal student financial assistance programs, who are denied aid due to failure to maintain satisfactory academic progress, may file a written appeal with the financial aid office for reconsideration of the suspension due to extenuating circumstances. This appeal procedure, as well as the requirements for reinstatement, are described in the Financial Aid/Consumer Information Handbook available in the financial aid office and online at [www.gctcok.com](http://www.gctcok.com).
7. Procedures for appealing grades and for appealing a suspension or expulsion from school are described under the discipline code in this student handbook.

**Definitions:**

1. Grievance: A formal written complaint, submitted in accordance with the established procedure, alleging a violation of any applicable statute, rule or regulation which requires or prohibits certain actions, a violation of any applicable accreditation standard, a violation of training agreements with other schools/agencies, or a violation or inappropriate application of any school district policy.
2. Grievant: A student, parent, employee or patron of the school district who, individually or collectively, submits a complaint in accordance with the established procedures, alleging a violation of any action under the definition of a grievance.
3. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for the procedures and policies relating to the complaint.
4. Title IX/504 Compliance Coordinator/Grievance Manager: The person(s) designated by the Superintendent to coordinate the efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990. The Title IX/504 compliance coordinator serves as the primary investigator for complaints alleging a violation of any law which prohibits discrimination and serves as the moderator and recorder during hearings. Male and Female Coordinators are designated with access to either coordinator available to the grievant. The names of the designated individuals for each shall be posted:  
Mike Carman/Deena Harvey  
1100 N. Loop 56  
Okmulgee, OK 74447  
(918) 758-0840
5. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### **Pre-filing Procedures:**

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

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

### **Filing and Processing Complaints:**

1. The grievant submits written complaint to the Title IX/504 Compliance Coordinator/Grievance Manager stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action.
2. The Title IX/504 Compliance Coordinators notify respondent within 10 days and asks respondent to: confirm, or deny facts; indicate acceptance or rejection of students, employees or patrons requested action; or outlines alternatives.
3. The respondent submits answer to the Title IX/504 Coordinators/Grievance Managers with ten (10) days of receipt of written complaint from same. If the grievant is satisfied, the complaint shall be dismissed, if not:
4. Within 10 days after receiving the respondents answer the Title IX/504 Coordinators/Grievance Managers shall schedule a hearing. The grievant shall appoint one member of the hearing committee, the Coordinator or his/her designated representative will serve on said committee, and those two will appoint a third who will serve as Chairperson, all to be employees of Green Country Technology Center District #28.
5. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the institution within ten (10) days and said Superintendent will thereupon implement said report or provide the grievant reasons in writing why all or any portion of the report will not be implemented.
6. If the grievant continues to be dissatisfied, the decision may be appealed to the Board of Education at which time, within ten (10) days, the report will be reviewed and the Board shall issue its order either affirming, overruling, or modifying said report.
7. In such case as the Superintendent might be the respondent to a grievance, the uninvolved campus coordinator/grievance manager shall be designated as the agent to serve in the place of the superintendent for steps 5 and 6.

### **General Provisions:**

1. Right to File a Complaint: Any person(s), individually or collectively, presenting a grievance or complaint in good faith and in accordance with these grievance procedures, shall be protected from reprisal or harassment for exercising their right to use the grievance procedure.
2. Record of Complaints: In accordance with the Program Integrity provisions of the Higher Education Amendments of 1992 (Title IV, Part H, Subpart II, Accrediting Agency Approval), schools must maintain a record of complaints to be submitted annually to the school's accrediting agency. The complaint records will be reviewed to determine if any complaint indicates a possible violation of accreditation standards. Complaints resolved under the pre-filing procedures are not included as a part of the official record of complaints, nor are they included in the annual report to the Accrediting Agency.
3. Record Retention Requirement: All complaint proceedings, records, and resolutions will be maintained in the office of the Superintendent for five (5) years.

4. Access to Regulations: The Technology Center shall provide copies of all regulations prohibiting discrimination on the basis of age, race, color, national origin, religion, sex/gender, qualified handicap, or veteran status upon request.
5. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the student's or employee's file.
6. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved should be no more than 90 days.
7. Confidentiality of Hearings: All hearings will be closed except the hearing before the Board of Education.
8. Additional Complaints: No additional complaints may be added after written complaint is submitted. No additional information may be added that was not introduced during the first hearing with the Grievant, Respondent, and Coordinator.
9. Parental Notification: When a grievant who is not 18 years of age files a complaint the parents/guardians will be notified.

### **STUDENT ORGANIZATIONS**

Career tech organizations, sponsored by the instructor of each class, are provided to promote activities for citizenship and leadership development. The student activities conducted during the year are an integral part of the curriculum. The organizations are Skills U.S.A., HOSA, and BPA. Meetings and/or programs will be held during the school day. Students will be given opportunities to participate in skill contests with students from other technology centers.

### **PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

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

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

Transportation for all trips will be provided or approved by the administration. Departure time, return time, and a written trip agenda will be supplied by the instructor to the administration and students.

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

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

### **TELEPHONE USAGE**

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

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

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

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

## **USE OF DISTRICT COMPUTING RESOURCES**

District computing resources are intended for education, training, research, administration, and planning purposes. All persons using computing resources at Green Country Technology Center must read, agree, and sign a computer use "Acceptable Use Policy."

## **BREAKS**

Students and instructors will take their breaks together. Breaks are a privilege for students each morning and afternoon session and misconduct can rescind this privilege. Vending machines are provided for these breaks. Food and drinks are not to be taken out of the approved break areas. Each student is expected to place his trash, cups, candy wrappers, etc., in the trash receptacle. Please help us keep our school clean.

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

## **STUDENT LOCKERS**

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

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

## **PERSONAL PROPERTY**

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

## **USE OF TOBACCO**

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

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

## **FIRE AND TORNADO DRILLS**

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

## **LOCKDOWN**

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

## **On-Job-Training**

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

**CANCELLATION OF CLASSES/EMERGENCIES**

School cancelation information due to inclement weather or emergency situations will be distributed by Channel 2 and 8 Television stations.

### **ASBESTOS STATEMENT**

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

### **POLICY NOTIFICATION**

It is the policy of the Board of Education of Green Country Technology Center, District #28 of Okmulgee County, Oklahoma, that no person shall on the grounds of race, color, religion, national origin, sex/gender, age, marital or veteran status, or a qualified person with a disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education pathway or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible.

The successful achievement of the non-discrimination policy shall be the function and responsibility of the Board of Education, the Administration, and all employees of the District. Inquiries concerning application of this policy may be referred to Compliance Coordinator, Green Country Technology Center, 1100 N. Loop 56, Okmulgee, Oklahoma 74447, (918) 758-0840.

### **STUDENT HEALTH POLICIES**

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

### **LEGAL ISSUES:**

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

### **VOTER REGISTRATION:**

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

### **DISTRIBUTION OF PRINTED MATERIALS**

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

### **CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT**

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

### **CHEATING/PLAGIARISM**

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

### **PUBLIC DISPLAYS OF AFFECTION**

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

### **INAPPROPRIATE LANGUAGE**

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

### **MAKE-UP WORK**

Students must request to make up work missed. This request must be made upon return to class. Students will have the same number of days to make up the work as days absent. Missed tests/quizzes will be taken upon return to class if student was aware of test date prior to absence.

**PERSONNEL**

<b><u>BOARD MEMBERS:</u></b> Marilyn Sulivant, Art Porter, Les Johnston, Keith Estes, George Christy	
<b>SUPERINTENDENT</b>	SPURLOCK, DANNE
<b>OFFICE/ATD SECRETARY</b>	ROSE, LANA
<b>BUSINESS &amp; INDUSTRY SERVICES COORDINATOR</b>	KUTZ, MARC
<b>DIRECTOR OF FULL TIME PROGRAMS COMPLIANCE COORDINATOR</b>	CARMAN, MIKE
<b>OFFICE ATTENDANCE SECRETARY</b>	WILLIAMS, LINDA
<b>COUNSELOR/FINANCIAL AID DIRECTOR</b>	BEARD, JAMES
<b>ACADEMIC CAREER CENTER COORDINATOR</b>	HARVEY, DEENA
<b>NETWORK/INFORMATION SERVICES MANAGER</b>	HILLSTROM, MATT
<b>ADULT TRAINING &amp; DEVELOPMENT</b>	BROWN, JILL
<b>MATH</b>	TIGER, A. J.

**MAJORS OFFERED**

<b>Architecture and Construction</b>	
Carpentry	EMERSON, STEVE
Architectural Drafting and Design	ANDERSON, TODD
<b>Visual Arts</b>	
Boot Making	DEWITT, MIKE
Saddle Making	DEWITT, MIKE
<b>Administrative &amp; Information Support</b>	
Office Information Specialist	BIBLE, DELINA
<b>Health Science</b>	
Licensed Practical Nurse	MARIANO, GLENDA
	BAKER, DARLENE
	CORBIN, KRISTEN
Advanced Acute Care Nursing Assistant (Pre-Nursing)	BERRYHILL, TIFFANY
Health Careers Certification	NEILL, TEPHANIE
<b>Information Technology</b>	
Digital Media/Multimedia	ROBERDS, JULIE
Web Development & Administration	BIBLE, DELINA
<b>Manufacturing</b>	
Mechanical Drafting & Design	ANDERSON, TODD
CNC Manufacturing	LOGAN, JERRY
Welding - GMAW Structural Welder – (Gas Metal Arc Welding)	WINGO, JEFF
<b>Transportation, Distribution</b>	
Mechanical Trades	WINGO, JEFF

## **STUDENT FORMS**

### **Emergency and Class Trip Permission**

I give permission for engagement in school-approved activities. This includes but is not limited to industry visits, observations, job site training, or competitions. Students are expected to dress and conduct themselves in a professional manner and abide by school rules and regulations. It is understood that all reasonable caution will be taken by those in charge to prevent injuries. Neither those in charge nor the school district shall be held responsible in case of an accident and in the event of an accident allows qualified medical personnel to administer emergency treatment.

### **Student Safety Pledge**

Students enrolled will operate class specific machines as a part of his/her training at Green Country Technology Center. The student will be given proper instruction and the correct safety procedures concerning any equipment required in the class, before being allowed to operate it. The student must assume responsibility for following safe practices, and we therefore ask that he/she subscribe to the following safety pledge:

1. I will follow all safety rules.
2. I will receive the instructor's permission before using any machine.
3. I will not ask permission to use any machine unless I have been instructed in its use, and have made 100% on the safety test for that machine.
4. I will report any accident or injury to the instructor immediately.

### **Photography/Video Release**

Green Country Technology Center takes great pride in their students. Pictures and/or videos are taken throughout the year as a way to honor them individually or their class. I hereby give and grant Green Country Technology Center the absolute and unconditional right to use, publish, display and or reproduce photographs/video, in which I appear. This includes the right to edit or use a portion of such in connection with educational or trade materials. I understand I am not to receive payment for said photographs/video and that these will not discredit or distort my person in any way.

### **Release of Information Agreement**

I give Green Country Technology Center permission to request papers, transcripts, and financial aid information from previously attended educational institutions related to, and required for, my continued enrollment at Green Country Technology Center. Additional information from agencies, other than educational institutions, may be requested by Green Country Technology Center to be used by authorized personnel in my educational program.

### **Waiver of Insurance Responsibility**

Due to the nature of some courses offered at Green Country Technology Center, there is a possibility of students being injured while working with various machinery and equipment used in their class. We recommend that all students have insurance, either through the school or through your own family insurance. Please state your desire regarding this insurance by checking the appropriate statement on the Student Handbook Signature Page.

I do hereby, release and forever discharge Green Country Technology Center, Okmulgee Oklahoma, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which heretofore has been or

which hereafter may be sustained by me/my child in consequence of participation in the educational program.

### **Code of Conduct for Internet / Acceptable Use**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Green Country Technology Center has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the world-wide web network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Green Country Technology Center.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources.

If a Green Country Technology Center user violates any of the provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Terms and Conditions**

Acceptable Use-the purpose of the NSFNET (National Science Foundation Network), the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of Green Country Technology Center. Use of other organizations network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be part of a discussion with a faculty member pertaining to the proper use of the network. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the system administrator may close access at any time as may be required. The administrator, faculty, and staff of Green Country Technology Center may request the system administrator to deny, revoke, or suspend specific users' privileges.

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

1. Be polite. Do not get abusive in your messages to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, symbols, or pictures. Illegal activities are strictly forbidden.
4. Protect password confidentiality. Passwords are not to be shared with others.

Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.

5. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
6. Do not reveal your personal address, phone number, social security number, or credit card numbers, or those of fellow students, school personnel or other individuals
7. Do not send messages that contain false, malicious, or misleading information, which may be injurious to a person or a person's property.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
9. Do not use the network in such a way that you would disrupt the use of the network by other users.
10. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
11. No charges for services, products, or information are to be incurred without appropriate permission.
12. All communications and information accessible via the network should be assumed to be private property.
13. Visiting blog sites such as Facebook or Myspace are prohibited on any school computer.
14. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Warranties-Green Country Technology Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. Green Country Technology Center will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Green Country Technology Center is at your own risk. Green Country Technology Center specifically denies any responsibility for the accuracy or quality of information obtained through its service.

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 system administrator. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to login to the Internet as a system 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.

Vandalism-will result in cancellation of privileges. 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 the NSFNET Internet backbone. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

Exception of Terms and Conditions-All terms and conditions as stated in the document are applicable to Green Country Technology Center, in addition to the NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior

oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

As a student of GCTC, I understand and will abide by the above Terms and Conditions for the use of the Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

As a parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and Green Country Technology Center has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Green Country Technology Center to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the network is not in a school setting. I hereby give Green Country Technology Center permission to issue Internet access to my child.

STUDENT NAME \_\_\_\_\_

CLASS \_\_\_\_\_

STUDENT HANDBOOK SIGNATURE PAGE

INSURANCE OFFER

Please state your desire regarding optional insurance by checking the appropriate statement below:

\_\_\_\_\_ I wish to participate in the insurance offered through Green Country Technology Center and will pay the premium within 10 days of enrollment notification.

\_\_\_\_\_ I do not want accident protection and understand that Green Country Technology Center will not be held responsible or any injuries.

Green Country Technology Center assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

DISCLOSURES

In compliance with EPA federal regulations, the asbestos management plan is in the Director of Full-Time Programs office and is available for review upon scheduled appointment.

Special Needs

Please contact Green Country Technology Center to arrange any special accommodations or related services for disabilities to ensure your opportunity to participate in class.

Non-Discrimination

It is the policy of Green Country Technology Center, District #28, to provide equal opportunities for Title VI, Title IX and Section 504 ADA, without regard to race, color, national origin, gender, age, disability or status as a veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Mike Carman, Compliance Coordinator, Green Country Technology Center. Please Note: Accommodations on the basis of disability are available.

MY SIGNATURE INDICATES I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE INFORMATION IN THE STUDENT HANDBOOK.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Revised 08/03/09