

GREAT PLAINS

Technology Center

STUDENT HANDBOOK 2025-2026

Classroom Hours

Secondary: 8:00am-11:00am & 11:50am-2:50pm

Adult: 8:00am-11:00am & 11:50am-2:50pm

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

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

Non-Discrimination. Great Plains Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator, Valerie Anderson, vanderson@greatplains.edu; 504 Coordinator, Kristy Barnett, kbarnett@greatplains.edu, (580)355-6371, 4500 SW Lee Blvd., Lawton, OK 73505.

No Discriminación. Great Plains Technology Center no discrimina por motivos de sexo, raza, color, origen nacional, discapacidad, edad o cualquier otra característica protegida por la ley y prohíbe la discriminación sexual en cualquier programa o actividad educativa que lleve a cabo, tal como lo exige el Título IX y sus reglamentos, incluso en las admisiones y el empleo. Coordinadora del Título IX, Valerie Anderson, vanderson@greatplains.edu; Coordinadora 504, Kristy Barnett, kbarnett@greatplains.edu, (580) 355-6371, 4500 SW Lee Blvd., Lawton, OK 73505.

Title IX

Coordinator/Deputy Compliance Coordinators

Title IX Coordinator, Valerie Anderson, vanderson@greatplains.edu, (580) 351-6761

504 Coordinator: Kristy Barnett, kbarnett@greatplains.edu, (580) 250-5531

Investigator: Justin McNeil, jmneil@greatplains.edu, (580) 250-5601

Investigator: James Bishop, jbishop@greatplains.edu, (580) 250-5662

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

Esta escuela está autorizada bajo la Ley Federal para inscribir estudiantes extranjeros no inmigrantes.

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

Centro de tecnología de Great Plains está conforme a EPA asbesto. Un Plan de manejo es en el archivo de 500 edificio de la escuela del Condado de Comanche y está disponible para revisión a petición.

web site: www.greatplains.edu

email address for information: info@greatplains.edu

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GREAT PLAINS TECHNOLOGY CENTER

District No. 9
4500 West Lee Boulevard
Lawton, OK 73505
580-355-6371

And

2001 E. Gladstone
Frederick, OK 73542
580-335-5525

PURPOSE OF HANDBOOK

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

INTRODUCTION

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

The Great Plains Technology Center District #9 encompasses 16 school districts. The following high schools send students to the Technology Center.

COMANCHE CAMPUS

Big Pasture	Fletcher
Cache	Geronimo
Chattanooga	Indiahoma
Eisenhower High School	Lawton High School
Elgin	MacArthur High School
EPIC Charter	Sterling
Lawton Academy of Arts & Sci.	

TILLMAN / KIOWA CAMPUS

Davidson	Frederick
Grandfield	Snyder
Tipton	

GREAT PLAINS TECHNOLOGY CENTER
4500 W. Lee Blvd., Lawton, OK 73505 ♦ 580.355.6371

ACCREDITATION STATEMENT

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

For comments contact here: <https://oklahoma.gov/careertech/policies/comments-or-complaints.html>

Students/Stakeholders can request a copy of accreditation and licensure documents here: jarcher@greatplains.edu

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:
OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION

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

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

FULL TIME CAREER MAJOR/PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 www.ok.gov/cosmo/
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326	404.975.5000 www.acenursing.org
Practical Nurse (OBN)	Oklahoma Board of Nursing	2501 N. Lincoln Blvd., Suite 207 Oklahoma City, OK 73106	405.962.1800 www.ok.gov/nursing
Automotive Service Technician Combination Collision Repair Technician	Automotive Service Excellence (ASE)	1503 Edwards Ferry Rd, N.E. Suite 401 Leesburg, Virginia 20176	703-669-660 www.asealliance.org
Veterans Education and Training	Oklahoma Dept. of Veteran Affairs	2132 NE 36th St Oklahoma City, OK 73111	405.523-4000 www.ok.gov/saa
SHORT TERM COURSES	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Emergency Medical Services Long Term Care Nurse Assistant/Home Health Aide	Oklahoma State Department of Health	123 Robert S. Kerr Ave. Suite 1702 Oklahoma City, OK 73102-6403	405-426-8000 www.health.state.ok.us
Motorcycle Safety	Motorcycle Safety Foundation, Oklahoma Highway Safety	200 NE 21st ST Oklahoma City, OK 73136	405.523-1470 https://oklahoma.gov/highwaysafety.html
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 www.caahep.org
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088	214-703-8445 www.coaemsp.org
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300. Electronic Accreditation System can be found at www.jrcert.org

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

Revised 4-2-2025

GREAT PLAINS

Technology Center

FREEDOM OF EXPRESSION

The Great Plains Technology Center respects and values student activism. The technology center takes pride in our students' interactions with social and political issues, viewing it as a desirable, if not essential, component of civic engagement and, therefore, adopts the following policy.

Policy

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.

Nothing in this policy shall enable individuals to engage in conduct that intentionally, materially and substantially disrupts another person's expressive activity if that activity is occurring in a campus space reserved for that activity under the exclusive use or control of a particular group.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

The technology center will make public in its Great Plains Technology Center handbook, on its websites and through its orientation programs for students the policies, regulations and expectations of students regarding free expression on campus consistent with this policy.

The technology center will develop materials, programs and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus. For more information or in the event of questions, suggestions, or to report incidents or disruptions involving free speech, please contact the Great Plains Technology Center Executive Director of Instructional Development at (580) 250-5601.

Reporting Requirement

By December 31st each year, the technology center will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply the requirements of Okla. Stat. tit. 70, § 2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

- a. Accessible from the technology center's website home page by use of not more than three links;
- b. Searchable by key words and phrases; and
- c. Accessible to the public without requiring registration or use of a username, password or another user identification.

The technology center's report will include the following information:

- a. a description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- b. any other information the technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within thirty (30) days.

Definitions

"Campus community" means students, administrators, faculty and staff at the technology center and their invited guests.

"Expressive activities" include, but are not limited to, any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

"Harassment" means only that expression that is unwelcome, so severe, pervasive, and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the technology center.

"Materially and substantially disrupts" means when a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior, or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity. Conduct that "materially disrupts"

shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved, in advance for other events, or minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration.

"Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

"Student organization" means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center.

GREAT PLAINS

Technology Center

DISTRICT #9

BOARD OF EDUCATION

Dr. George Bridges, Jr., DDP – President
Clark Smith – Vice President
Arthur Patrick – Clerk
Dr. Cindy Sheppard – Member (Deputy Clerk)
Homer Ryan, Member
Stacy Pifer – Administrative Assistant/Treasurer

ADMINISTRATION

Joelle Jolly – Superintendent
Morgan Gould – Deputy Superintendent
Ken McKee – Executive Director of Instructional Development, Tillman/Kiowa County Campus
Justin McNeil – Executive Director of Instructional Development, Lawton/Comanche County Campus
Brandon Mayer – Director of Instructional Support Services
James Bishop – Director of Instruction
Courtney Ferguson – Director of Student Resources
Blake Thomas – Director of Instruction
Teresa Abram – Director of Marketing & Communications
Dana Ponder – Director of Instruction
Bill Matthey – Director of Information Technology
Cassandra Willrich – Director of Workforce Development
Keith Bridges – Director of Economic Development
Lindsey Billen – Director of Finance
Justin Neeley – Director of Maintenance
Valerie Anderson – Director of Human Resources

FROM THE SUPERINTENDENT

Dear Students, welcome to a new year at Great Plains Technology Center! Whether you're just starting your journey with us or continuing to pursue your goals, we want you to know how proud we are to have you here.

Over the past two decades, I've had the privilege of working here and witnessing firsthand the determination, skill, and grit that define CareerTech students. Great Plains Technology Center is where potential transforms into progress – where learning is hands-on, and success is earned step by step.

You have chosen a school that values not just your knowledge but also your abilities. Here, you will acquire relevant, respected, and practical skills. While tools, equipment, and training are crucial, your work ethic, attitude, and willingness to grow will set you apart.

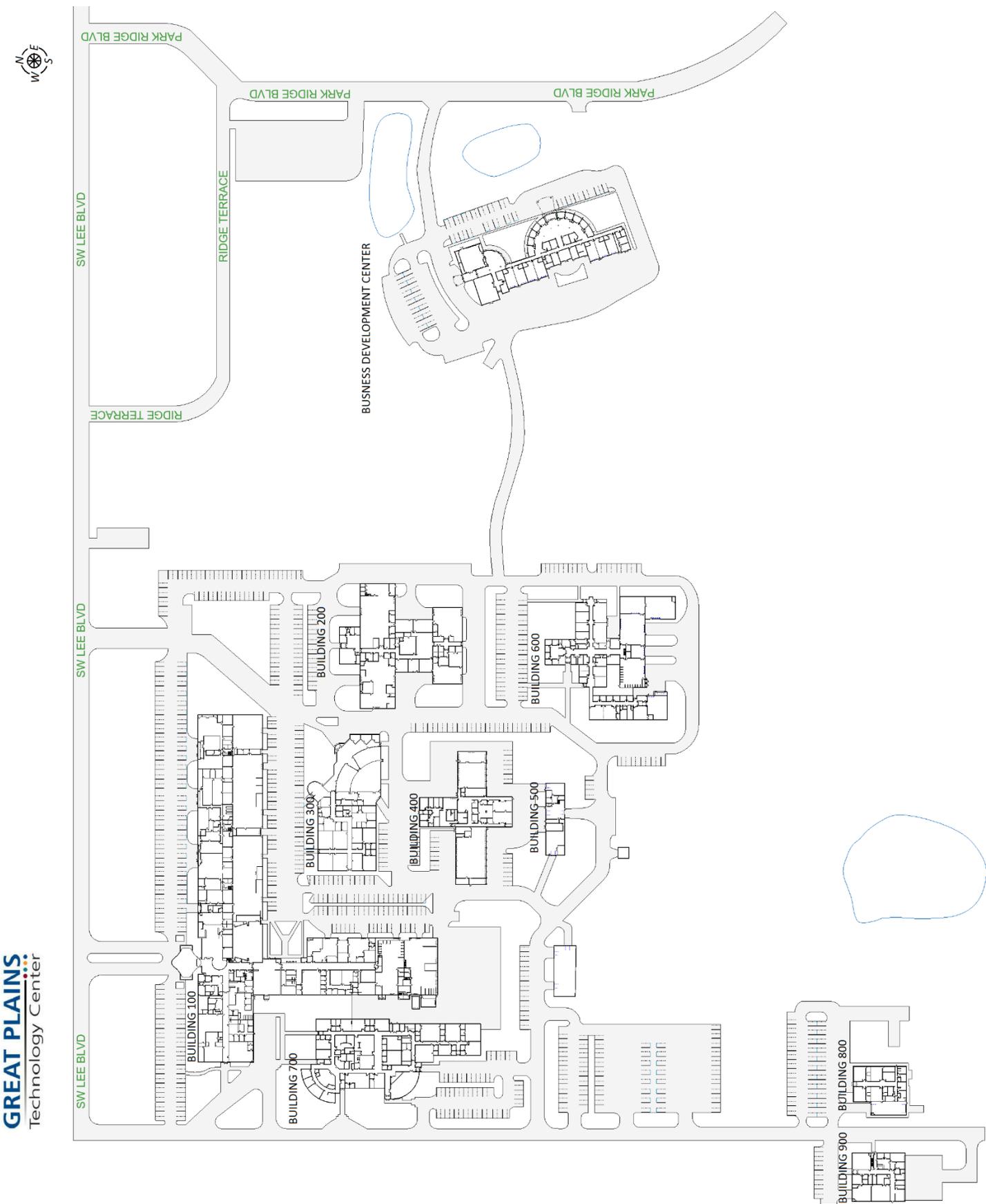
My commitment to you is this: we are dedicated to supporting you, challenging you, and ensuring you leave here more empowered than when you arrived. Every instructor, staff member, and leader on this campus is invested in your success.

Take pride in your work here and make the most of every opportunity. Remember, what you learn at Great Plains Technology Center doesn't just prepare you for a job; it prepares you for a life of purpose and possibility.

Wishing you a successful and meaningful year.

Joelle Jolly
Superintendent

Lawton Campus Map



COMANCHE COUNTY CAMPUS CLASSROOM AND LAB/SHOP NUMBERS

MAIN EDUCATION BLDG.

Bldg. # 100

- 101. Business Office
- 102b. Marketing & Communication
- 103. Clothes Closet & Merchandise
- 105. 3D Animator
- 107. Student Resource Ctr / Financial Aid
- 107a Student Recruitment & Retention
- 107b Activity Coordinator
- 107c Career Counselor (Valerie Tibbs)
- 107d Director of Student Resources
- 107e Disability Services Coordinator
- 107f Counselor (Amber Wilson)
- 107g Counselor, (Laura Jones)
- 107h Financial Aid, VA Affairs Coordinator
- 111. Student Resource Center/Financial Clerks; Attendance
- 111a. Executive Director of Instructional Dev
- 111b. ID Badge Room
- 111c. Dean of Students
- 111e Employment Advisor
- 111f Career Advisor
- 111g Career Advisor
- 111h Career Advisor
- 111i Registrar
- 112.
- 117. Campus Grounds
- 117a Storage
- 118. The Range
- 118a. Staff Lounge
- 118b. Prairie Room
- 119. Kitchen
- 119a Dish Room
- 119b Storage (dish room)
- 119c Laundry Room
- 119d Teaching Assistant Office
- 119e Mechanical Room
- 120. Dry Stock Room
- 121. Classroom
- 121a. Storage (north wall)
- 121b. Storage (west wall)
- 121c. Instructor Office
- 121d. Instructor Office
- 121e. Storage (east wall)
- 121f. Women's Locker Room
- 121g. Staff Locker Room
- 121h. Men's Locker Room
- 121j. Aviation Maintenance
- 123 Medical Office and Clinical Services
- 124 - 125 Biomedical Science
- 125. Biomedical Science Lab
- 127b. Cybersecurity Analyst
- 129. Information Technology Service
- 130. Graphic Design and Photography
- 131. Cosmetology
- 132. H.V.A.C. Technician
- 137. Human Resources Specialist
- 138. Director of Human Resources
- 139. Director of Instruction
- 141. Pre-Engineering/ Accounting remove
- 143. Service Careers
- 144-146. Python Programming
- 148a Audio / Video Specialist
- 148f. Academic Center
- 150b. Welding Classroom
- 155. Combination Welder
- 156. Combination Collision Repair Tech

S.C.O.R.E. ACADEMY BUILDING

BLDG # 200

- 201. Computer Lab
- 202. Director of Instruction
- 204. Conference Room
- 205. SCORE Counselor
- 206. Adult Education
- 214. I.S.D.
- 215. English
- 215b. AEFL Coordinator
- 216. Math
- 217. Carpentry
- 218. Construction Trades
- 219a Industrial Automation
- 219c Industrial Automation
- 219b. Biology / Science
- 220. Electrical Shop
- 221. History
- 223. Electrical

WORLEY SEMINAR CENTER

BLDG # 300

- 300. GPTC Foundation Director
- 301. Seminar Auditorium
- 301a. Seminar Auditorium
- 301b. Seminar Auditorium
- 308. Testing Center
- 312. Instructional Support Services
- 314. Teacher Prep, Teacher Prep Adv.
- 315. Medical Office & Clinical Services
- 316. Computer Lab
- 317. Computer Lab
- 318. Test Center
- 319. Test Center

JOHNSON AUTOMOTIVE CENTER

BLDG # 400

- 401. Information Technology Dept.
- 401h Safe Room
- 408. Automotive Service Technician Classroom - Whitaker
- 415. Automotive Service Technician Classroom - Thomason

PURCHASING / RECEIVING

BLDG # 500

ECONOMIC DEV. CENTER

BLDG # 600

- 604. Executive Director of Bus. & Ind. Serv.
- 602 - 607. Offices
- 614. Classroom
- 616. Storage
- 617. Safety Classroom
- 618. Safety Classroom
- 619. Faculty Lounge
- 623. Teleconference Center
- 623c. Office
- 623d. Office
- 624. Office
- 625. Classroom
- 626. Industrial Fluid Mechanics Classroom
- 627. Student Lounge
- 630. Industrial Fluid Mechanics Lab
- 631. Electrical Classroom
- 634. Classroom
- 635. Industrial Welding Classroom

- 637. Industrial Electrical Shop
- 640. Industrial Welding Shop
- 641 – 647. Offices
- 647b. Plan Room
- 650. Machine Shop
- 651. Classroom
- 655 Seminar Room
- 656. Seminar Room

HEALTH CAREERS CENTER

BLDG # 700

- 701. LPN 12 Month Classroom
- 704. Advanced Respiratory Therapist Clinical Coordinator
- 707. LPN Director
- 709. Surgical Technologist Lab
- 710. Office
- 710a Director of Instruction
- 711. Surgical Technologist Lab
- 713. Surgical Technologist Clinical Coordinator
- 715. Student Lounge
- 717. Computer Lab
- 719. Conference Room
- 721. Staff Lounge
- 722. Radiologic Technology Lab
- 723. Medical Library
- 725. Radiologic Technology Director
- 726. Secondary CNA Skills Classroom
- 727. Radiologic Technology I
- 728. Advanced Respiratory Therapist Lab
- 729. Radiologic Technology II
- 731. Radiologic Technology Clinical Coordinator
- 732. Surgical Technologist Classroom
- 734. Surgical Technologist Program Director
- 735-737 Secondary A&P
- 740. Advanced Respiratory Therapist Program Director
- 742. Respiratory Care Classroom
- 748. LPN Sim Lab A
- 751. LPN Clinical Director
- 752. LPN 18 Month Classroom
- 753. L.P.N. / LTCNA Lab
- 756. Distance Learning Classroom
- 757. L.PN Flex
- 758. L.PN Coordinator
- 760 Long Term Care/Nurse Aide
- 761. LPN Sim Lab B

FIREFIGHTER/E.M.T. BUILDING

BLDG # 800

- 801. Classroom
- 802. Classroom
- 803. Advanced Firefighter
- 804. Classroom
- 805. Computer Lab
- 810. E.M.T. Lab
- 811. E.M.T./Fire Training Bay

LAW ENFORCEMENT & EMERGENCY SERVICES BUILDING

BLDG # 900

- 910. Criminal Justice

BUSINESS DEVELOPMENT CENTER

- 1601 SW Park Ridge

Great Plains Technology Center School District No. 9 Comanche County Campus

JULY '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
AUGUST '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
SEPTEMBER '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER '25						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
NOVEMBER '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
DECEMBER '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2025-2026	
Board Approved 6/27/2025	
Jul 4	Independence Day Observance - No School
Aug 1	10-Month Contracts Begin
Aug 1	Local In-Service
Aug 4-5	Oklahoma Summit
Aug 6-8	Local In-Service
Aug 11	First Day of School (Adults & Secondary)
Sept 1	Labor Day - No School
Sept 4	Parent/Teacher Conferences 3pm-6pm
Oct 10	End of 1st 9 Weeks
Oct 13	Indigenous Peoples' Day - No School
Oct 14-17	Fall Break
Nov 11	Veteran's Day Holiday - No School
Nov 24-28	Thanksgiving Holiday
Dec 19	End of 2nd 9 Weeks/1st Semester
Dec 22-Jan 2	Winter Break
Jan 5	First Day of Second Semester
Jan 19	Martin Luther King Jr. Day - No School
Feb 16	Presidents Day - No School
Mar 13	End of 3rd 9 Weeks
Mar 16-20	Spring Break
Apr 6	No School
May 25	Memorial Day - No School
May 26	End of 4th 9 Weeks/2nd Semester
May 26	Last Day of School (Adults & Secondary)
May 27-29	Professional Development
May 29	10-Month Contracts End/Instructor Check Out
June 19	Juneteenth Holiday

- = No School
- = No School - National Holiday
- = No Students/Professional Development
- = First Day/Last Day for Students
- = Parent/Teacher Conferences

Instructional Days:
 Fall - 83
 Spring - 93
 Total - 176

Instructional Hours @ 6 hours per day:
 Fall - 498
 Spring - 558
 Total - 1056

JANUARY '26						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FEBRUARY '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
MARCH '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL '26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
MAY '26						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JUNE '26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Great Plains Technology Center School District No. 9 Tillman/Kiowa County Campus

JULY '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
AUGUST '25						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						15
SEPTEMBER '25						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21
OCTOBER '25						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21
NOVEMBER '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15
DECEMBER '25						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15

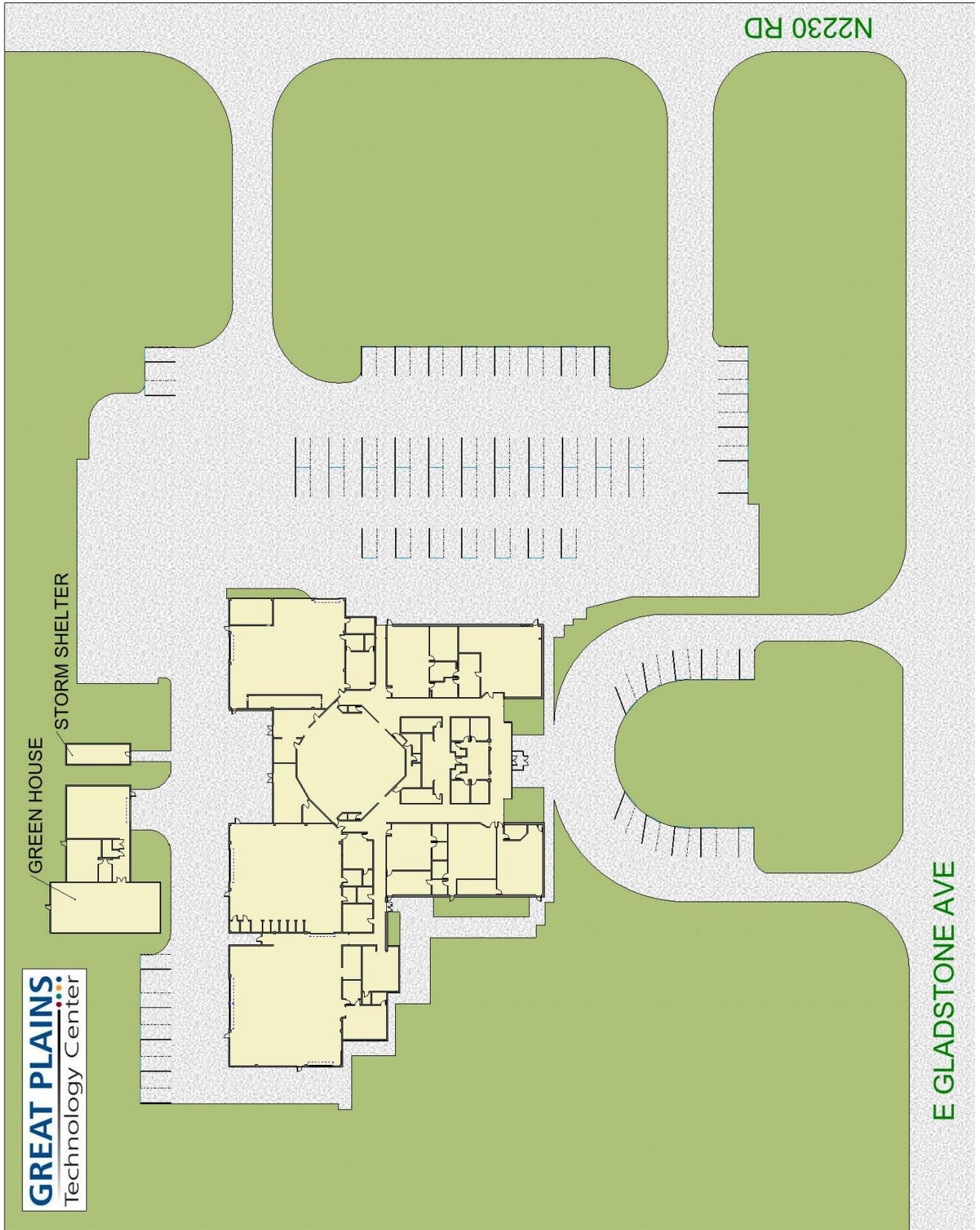
2025-2026	
Board Approved 6/27/2025	
Jul 4	Independence Day Observance - No School
Aug 1	10-Month Contracts Begin
Aug 1, 6,7,8	Local In-Service
Aug 4-5	Oklahoma Summit
Aug 11	First Day of School (Adults & Secondary)
Sept 1	Labor Day - No School
Oct 16	End of 1st 9 Weeks
Oct 17-20	Fall Break
Nov 24-28	Thanksgiving Holiday
Dec 19	End of 2nd 9 Weeks/1st Semester
Dec 22-Jan 2	Christmas Break
Jan 5	First Day of Second Semester
Jan 19	Martin Luther King Jr. Day - No School
Feb 13-16	No School
Mar 13	End of 3rd 9 Weeks
Mar 16-20	Spring Break
Apr 3,6	No School
May 8	Weather Makeup or No School
May 22	Last Day of School (Adults & Secondary)
May 22	End of 4th 9 Weeks/2nd Semester
May 25	Memorial Day - No School
May 26-29	Professional Development
May 29	10-Month Contracts End/Instructor Check Out
June 19	Juneteenth Holiday

- = No School
- = No School - National Holiday
- = No Students/Professional Development
- = First Day/Last Day for Students
- = Weather Makeup or No School

Instructional Days:
 Fall - 87
 Spring - 89
 Total - 176

Instructional Hours @ 6 hours per day:
 Fall - 522
 Spring - 534
 Total - 1056

JANUARY '26						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						19
FEBRUARY '26						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						18
MARCH '26						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17
APRIL '26						
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19	20	21	22	23	24	25
26	27	28	29	30		
						20
MAY '26						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15
JUNE '26						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



COMANCHE COUNTY CAMPUS -- INSTRUCTORS

ARCHITECTURE AND CONSTRUCTION

Carpenter Level I / Carpentry Level II
Residential HVAC Technician
Electrical Level I
Construction Trades
Industry Teaching Assistant
Industry Teaching Assistant

Clayton Snodgrass
Ridge Miller
Bryan Gilland
Tanner Biggs
Todd Hunter
Katlyn Teague

ARTS, A/V & TECHNOLOGY CLUSTER

Graphic Design & Photography

Bunnie Craddock

BUSINESS MANAGEMENT & ADMINISTRATION CLUSTER

Medical Office & Clinical Services
Medical Office & Clinical Services

Nicole Metzger
William Schlecht

EDUCATION AND TRAINING CLUSTER

Teacher Prep
Teacher Prep Advanced

Kelly Brock
Kelly Brock

HEALTH SCIENCE CLUSTER

Practical Nurse Coordinator
Practical Nurse Clinical Coordinator
Practical Nurse
Practical Nurse
Practical Nurse
Practical Nurse
Practical Nurse
Practical Nurse
Long Term Care Nurses Aide
Nursing Services
Nursing Services
Radiologic Technology Program Director
Radiologic Technology Clinical Coordinator
Radiologic Technology
Surgical Technologist Program Director
Surgical Technologist Clinical Instructor

Kay Ray, MSN, RN

Kimberly Brown, RN
Elisha Grant, BSN, RN
Janine Jung, BSN, RN
C Rivera-Hernandez BSN, RN
Irem Saxton, BSN, RN
Jennie Owen, BSN, RN
Traci Wills
Helen Henry
Travis Clift
Deborah Ousley
Kelly Smith
Tammera Holley
Livia Rocha
Chelsea Blackshere

HOSPITALITY & TOURISM CLUSTER

Culinary Coordinator
Culinary Coordinator
Culinary Hospitality Assistant
Culinary Hospitality Assistant
Service Careers

Lori Grant
Ginger Seibold
Lori Grant
Ginger Seibold
Nadine Hanefield

HUMAN SERVICES

Cosmetology

Krissy Miller

INFORMATION TECHNOLOGY CLUSTER

3D Animator
Cybersecurity Analyst
Information Technology Services
Python Programming
Video Producer

Stephen Alexander
Ryan Murphy
Jeff Standridge
Emily Ozment
Dan Tibbs

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY CLUSTER

Firefighter/EMT Academy
Criminal Justice Officer

Justin Green

Charlie Martin

MANUFACTURING CLUSTER

Combination Welder
Industry Teaching Assistant (Welding)
Industrial Automation
Industrial Automation

Konrad Littau
Eldon Ridlon
William (Trace) Browning
Brandon Atwood

ON-LINE ACADEMIC COURSES

On-line Academics

Amy Horton

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS CLUSTER

PLTW Biomedical Science and Medicine
PLTW Pre-Engineering
Aviation Maintenance

Scott Nelson
Christopher Meyer
Patrika Renschen

SCORE

Academic Instructor
Academic Instructor
Academic Instructor
Academic Instructor

Amy Horton
Stacey Pereles
Billy Allen
Penny DeLong

TRANSPORTATION, DISTRIBUTION & LOGISTICS CLUSTER

Automotive Service Technician
Automotive Service Technician
Combination Collision Repair Technician

Michael Thomason
Allen Whitaker
Tony Josey

TILLMAN/KIOWA COUNTY CAMPUS – INSTRUCTORS

MANUFACTURING CLUSTER

Combination Welder

Brent Stone, Jr.

ARCHITECTURE & CONSTRUCTION CLUSTER

Construction Technology I/Construction Technology II

Rodney Tartsah

HEALTH SCIENCE CLUSTER

Diagnostic Aide and Nurse Assistant
Diagnostic Aide and Nurse Assistant Advanced
Licensed Practical Nurse

Tricia Billy
Tricia Billy
Leslie Foster, BSN, RN

HUMAN SERVICES

Cosmetology

Linda Woody

INFORMATION TECHNOLOGY CLUSTER

Multimedia Assistant

Miranda Fritts

**SUPPORT STAFF
COMANCHE COUNTY CAMPUS**

ACCREDITATION & PLANNING

Performing & Planning Coordinator

Jackie Archer

ADULT CAREER DEVELOPMENT

Evening Coordinator
Instructional Coordinator

Ann Rump
Paula Morris

ECONOMIC DEVELOPMENT CENTER (EDC)

Agri-Business Management Coordinator
Technical Training Coordinator
Business Development Center Coordinator
Safety Training Coordinator
Business Training Coordinator
Small Business Management Coordinator
YIELD Coordinator
Industrial Maintenance Instructor
Health & Safety Training Instructor

Clinton Janda
Mike Ferguson
Cody Holt
Shawn Johnson
Bryan Cauthon
Carey Monroe
Thomas McCarthy
Scott Bennett
Kelly Carter
Jeremy Cole
Jason Langston
Bryan Weese
Don Elam

FINANCE

Cashier
Cashier

Cheyenne Smith
Michele Douglas

HUMAN RESOURCES

Human Resources Specialist

Leah Fultz

INFORMATION TECHNOLOGY

Audio/Video Specialist
Application / Database Specialist
Information Technology Secretary
Network Administrator
Network Administrator
Senior Desktop Technician
Desktop Technician
Desktop Technician

Jeff Bridges
Michele Hess
Hannah Hannah
Tyler Dees
Thomas Windover
Willie Davis
Jonah Antoine
William Schemonia

INSTRUCTIONAL SUPPORT SERVICES

Professional Development Specialist
Instructional Specialist
Instructional Specialist

Karen Keller
Michelle Churchwell
Carlos Irizarry

MARKETING AND COMMUNICATIONS

Activities Coordinator
Marketing and Communications Specialist
Student Recruitment & Retention Specialist

Ashlee Vernon
Jonna Turner
C. Cody Flood

STUDENT ATTENDANCE

Adult and High School Attendance

Marlia Thomas

STUDENT REGISTRAR

Registrar

Tammy Morales

STUDENT RESOURCE CENTER

Academic Center Coordinator
Adult Basic Education Coordinator / Instructor
Career Counselor
Career Counselor
Career Counselor
Career Advisor
Career Advisor
Career Advisor
Employment Advisor
Financial Aid/Veterans' Affairs Coordinator
Disability Services Coordinator
Student Resource Center Secretary
Student Resource Center Secretary

Amanda Thomas
Erica Stuck
Amber Wilson
Laura Jones
Valerie Tibbs
Hannah Ellis
Devon Hicks
Megan Butler
Chesley Graham
Dustin Davidson
Kristy Barnett
Destiny Arrowood
Lise Krawczynski

SUPPLY

Great Plains Supply Coordinator

Judy Simms

TESTING CENTER

Testing Center Coordinator
Testing Center Proctor
Testing Center Proctor
Testing Center Proctor

Mike Archer
Debbie Reed
Madeleine Ingram
Christie Johnson

**SUPPORT STAFF
TILLMAN/KIOWA COUNTY CAMPUS**

Adult Career Development Coordinator
Counselor/Academic Center Coordinator
Rural Economic Development Specialist

Araceli Rodriguez
Mandy Carter
Gary Tyler

STUDENT RESOURCE CENTER

Academic Center (AC) - The AC Coordinator will work with all students who are currently enrolled or planning to enroll at Great Plains.

- To improve Math, Reading, or Communication skills
- To implement a plan for improvement
- To develop effective study skills/techniques

Visit the AC Coordinator for additional information in Building 100 or 580-250-5529 for more information.

Employment Advisor - The Employment Advisor will provide assistance with job seeking activities.

- To assist with employment search
- To assist with job seeking activities such as OJT, Job Shadowing and Mentoring
- To give advice with interviewing skills, resume development, professional dress, and other career development
- Partnership between student and Employment Advisor is vital to ensure successful career development and employment goals
- Coordinate the Part-Time Job Fair and Spring Career Fair

Visit the Employment Advisor in Building 100 or call 580-250-5684 for more information.

Career Counselors – The Career Counselor offers counseling services to help students be successful in their career tech programs.

- For assistant with student orientation, career counseling, academic counseling
- To develop career plans, decision-making, goal setting
- To select the right course of study or to schedule a sequence of classes that lead to the best skill development for you
- For crisis counseling and referrals to other counseling services

Contact one of the Career Counselors in Building 100 or to schedule an appointment call 580-250-5535.

Career Advisor: The Career Advisor will assist to provide career advisement to students.

- Assist with career advisement, planning and enrollment with current and prospective students
- Guide applicants, local counselors, and clients with the online application process
- Assist with recruitment, enrollment, career planning and placement activities

Contact one of the Career Advisors in Building 100 or to schedule an appointment call 580-250-5535.

Disability Services – The Disability Services Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Disability Services Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, partner school, referral agency, and/or parents. Please phone 250-5531 for an appointment.

Financial Assistance - Sources of financial assistance are Federal Pell Grant, Federal SEOG, or Oklahoma Tuition Aid Grant. The Great Plains Technology Center Foundation also provides a limited number of scholarships. For more information, visit the Financial Aid Coordinator in Building 100 or call 250-5534.

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

Adult Education and Family Literacy – Great Plains Technology Center offers High School Equivalency education (GED) and English Language Learners (ELL) classes through the AEFL program, Building 200. Preparatory classes are offered for the HSE/GED testing of students enrolled in the AEFL Program. For information or to enroll in the program call 250-5685 or email estuck@greatplains.edu.

PROCEDURES FOR REQUESTING ACCOMMODATIONS FOR ADULT STUDENTS WITH DISABILITIES

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

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

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

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

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

For more information regarding status of the disability determination and accommodations while in process:

Comanche County
Kristy Barnett, Building 100
Phone: 580-250-5531
E-mail: kbarnett@greatplains.edu

Tillman/Kiowa County
Mandy Carter
Phone: 580-335-5525
E-mail: mcarter@greatplains.edu

*Complaints concerning this policy are referred to the Great Plains Technology Center's
Grievance Procedure Policy in Section 9.0 of the Student Handbook.*

POLICIES ON DELEGATION OF AUTHORITY

Statement of Appreciation

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

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

Statement of Philosophy

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

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

VISION

Great Plains Technology Center offers valuable career education for every person, business and organization.

MISSION

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

CORE VALUES

We are committed to the communities we serve.

We are ethical and accountable for our decisions and actions.

We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS

GPTC believes in the unity of the school and the communities it serves.

GPTC believes lifelong learning promotes economic advancement for its students and communities we serve.

GPTC believes stakeholders are integral to improving programs and services.

GPTC believes employability skills, technical competence, and academic rigor are essential for student success.

GPTC believes we prepare our students to be among the most highly skilled workers in the world.

Statement on Integrating Academics

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

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

Statement of Responsibility

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

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

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

Director of Instruction, James Bishop	Director of Student Resources
Director of Instruction, Blake Thomas	Executive Director of Instruction Development
Director of Instructional Support Services	
Director of Instruction, Dana Ponder	

The Executive Director of Instructional Development, Lawton Campus, the Director of Instruction, the Director of Health Careers & STEM Education, the Director of S.C.O.R.E., the Executive Director of Instructional Development, Tillman/Kiowa County Campus, and their designated representatives are hereafter referred to as the “Administrator”.

Statement on Meningococcal Disease

State Statute 70-3243 requires public/private postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane which surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. The Comanche County Health Department, phone # 580-585-6649, can answer any questions regarding the disease or the immunization.

Statement on Administration of Opiate Antagonists

GPTC District medical personnel (certified school nurse or any other nurse employed by or under contract with GPTC) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more technology center employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency, or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver. Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by the Good Samaritan Act. In the event of a suspected overdose, GPTC and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

STUDENT CODE

1.0 Student Records / Annual FERPA Notification

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

1.1 Definitions:

A. Student Records

Student records shall be defined as any materials, to include education and cumulative behavior records concerning individual students, maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person. The cumulative behavior records shall be in a form approved by the Superintendent and shall only include the nature of the student's violation of the Student Code and the resulting disposition. All Students records shall be available to a student's parent(s) or guardian(s) and to students who are eighteen (18) years of age or older.

B. FERPA

The Federal Family Educational Rights and Privacy of 1974, 20 USC 1232g.

C. Eligible Student

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

D. Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child's education records. However, the technology center may disclose appropriately designated "directory information" without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of the director information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

Recognition lists;
Graduation Programs; and
Press releases.

If you do not want the technology center to disclose directory information from your or your minor child's records without your prior written consent, you must notify the superintendent in writing. The technology center has designated the following

information as “directory information”, and it will disclose the information without prior written consent:

1. The student’s name;
2. The student’s address;
3. The student’s telephone number;
4. The student’s date and place of birth;
5. The student’s dates of attendance;
6. The student’s grade level (i.e., 11th grade, 12th grade, etc.);
7. The student’s degrees, honors, and awards received;
8. The most recent educational agency or institution attended;
9. The student’s photograph; and
10. The student electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student’s school ID number.

E. Legitimate Educational Interest

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

F. Disclosure

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

1.2 Right to Inspect and Review Records

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

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

1.3 Right to Request Amendment to Records

A student has the right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the Tech Center to amend a record should write the Tech Center official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

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

1.4 Right to Consent to Release Confidential Information

The right to provide written consent before the Tech Center discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Tech Center. Upon request, the Tech Center also

discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1.5 Right to File Complaint

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

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

1.6 Right to Obtain a Copy of District Policy

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

1.7 Notification of Right to Confidentiality

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

1.8 When Consent Not Required

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

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

1.9 Record of Disclosures Required

Each department responsible for educational records shall for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record kept with the education records of a student which indicates:

- A. Who has requested or obtained personally identifiable information from the education records, and
- B. The legitimate interests these parties had in requesting or obtaining the information.

This record is not required for:

- A. Disclosures to a parent or eligible student,
- B. Disclosures pursuant to written consent of a parent or eligible student,
- C. Disclosures to school officials as described in this policy,
- D. Disclosures of directory information described in this policy.

1.10 Custodial Parent and Access to Records

Divorced parents may have access, regardless of any custody order, except in instances when the custodial parent shall have furnished a certified copy of a court order, which specifically denies the non-custodial

parent access to the child's records. The school district will regard the parent enrolling the child as the custodial parent unless the school officials are furnished a certified copy of a court order vesting custody in the other parent.

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

1.11 Release of Directory Information

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

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

1.12 Release of Non-Directory Information

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

1.13 Release of Psychological Evaluations

Parent and student access to information contained in the psychological evaluation will be as follows:

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

1.14 Review of Records

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

1.15 Emergency Management & Emergency Response Statement

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

1.16 Copyright Policy on Written Materials

It is the intent of the Great Plains Technology Center that all students of this school district adhere to the provisions of the United States Copyright Act (Title 17 of the United States Code) and congressional guidelines. This policy, and the Great Plains Technology Copyright Implementation Manual, together forms a guide for using materials protected by copyright. Great Plains Technology Center does not condone the illegal use or reproduction of copyrighted materials in any form. Students who willfully disregard the Great Plains Technology Center Copyright Policy or the specific conditions of the Copyright Implementation Manual do so at their own risk and assume all liability.

1.17 Policy for Accident Prevention / Personal Protective Equipment (PPE)

Great Plains Technology Center's duty under OSHA/PEOSH is to provide a safe and healthy workplace for our students and public visitors at all times. The following steps will be used to administer the PPE program:

- A. Assess the workplace for hazards.

13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code as follows:
 - (a) No bare feet, or house shoes
 - (b) Tank tops, tube tops, halters, low cut tops or strapless dresses without a covering shirt, blouse, or jacket, are inappropriate.
 - (c) Shorts, skirts (including slits), and dresses should be no shorter than the bottom of the longest fingertips when the student is standing with arms extended. Wind shorts and cutoffs are not allowed.
 - (d) Jeans with holes above the knee shall not be worn without the holes being patched.
 - (e) Non-prescription sunglasses are not to be worn inside the building.
 - (f) Leggings will only be allowed under a skirt/dress that meets the appropriate length requirement.
 - (g) Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd, is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, gang-oriented materials, or any type of alcoholic beverage advertisement on the garment.
 - (h) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder. Pants are to be worn at the waist (includes sagging pants). Any manner of dress, body piercings or hairstyle that detracts from the educational process will not be allowed.
 - (i) Exceptions may be granted for religious or medical reason.
 - (j) Because of safety requirements or other constraints, some classes may have dress requirements in addition to the afore mentioned codes.
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance (unrelated to course work)
29. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon² and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low- point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
36. Profanity

37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
39. Theft
40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
41. Truancy
42. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on Medical Marijuana, Hemp & Cannabidiol (CBD).
43. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
44. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center
45. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
47. Vandalism
48. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
49. Vulgarity
50. Willful damage to school property
51. Willful disobedience of a directive of any school official
52. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.
53. Possession of any portable audio/video device is permissible, but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Executive Director of Instructional Development or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. Students may not use any personal wireless device to:
 1. Send or receive answers to test questions or otherwise engaged in cheating;
 2. Record conversations or events during the school day, on school property or at school activities;
 3. Threaten, harass, intimidate or bully;
 4. Take, possess, or distribute obscene or pornographic images or photos;
 5. Engage in lewd communications;
 6. Violate school policies, handbook provisions, or regulations.

All devices must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require *advance* written administrative approval. Any device confiscated will be turned over to the Executive Director of Instructional Development for disposition.

In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This

includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

2.1 School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the technology center's plan to address it.

Sample Disciplinary Options:

Instructor or Administrator Intervention

May include but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention or In-School Intervention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/Executive Director of Instructional Development at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

Alternative Out-of-School Placement

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

School Service – Optional Section

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

Out of School Student Suspension

Students may be suspended out of school pursuant to the technology center's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the Executive Director of Instructional Development to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the technology center during the term of the discipline unless, in the sole judgment of the director, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.

2.2 SECONDARY STUDENT SUSPENSIONS (Out-of-school)

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s).

Behavior or Conduct that May Result in Suspension:

Secondary students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.)
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a (the) classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Technology Center's Obligations Prior to Suspension

Before the technology center recommends suspension, other disciplinary options will be considered, including but not limited to placement in an alternative school setting, and detention. The technology center will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the Executive Director of Instructional Development shall conduct an informal conference with the student. At the conference the Executive Director of Instructional Development shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the Executive Director of Instructional Development concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The Executive Director of Instructional Development shall notify the parent by phone and/or in writing that the student is being suspended and that other disciplinary options were considered and rejected.

A student may be suspended without a pre-suspension conference only in situations when the Executive Director of Instructional Development reasonably believes that the students' continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or

would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

The Executive Director of Instructional Development will attempt to schedule a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the Executive Director of Instructional Development at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the Executive Director of Instructional Development will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The Executive Director of Instructional Development will also explain the reason for rejecting other disciplinary options. The parent should be asked by the Executive Director of Instructional Development if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the Executive Director of Instructional Development shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the Executive Director of Instructional Development's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions in excess of ten (10) days shall include an Individualized Plan ("Plan") that shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the Executive Director of Instructional Development with the assistance of other school employees.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records

The Executive Director of Instructional Development will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The Executive Director of Instructional Development shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and Board of Education, or a hearing officer appointed by the board. The Executive Director of Instructional Development shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer. A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the Executive Director of Instructional Development's decision. If the superintendent does not receive a written appeal within five (5)

calendar days of the Executive Director of Instructional Development's decision, the Executive Director of Instructional Development's suspension decision is final.

Appeals to the Superintendent or Designee ("Superintendent")

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and not appealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
 - a. Announce that the next agenda item is a suspension review hearing.
 - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The board president or hearing officer should advise the parent/student:
 - a. That they are entitled to legal counsel if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
 - e. That the parent/student may ask any questions about the procedure.
 - f. Administration may call witnesses and present documents subject to cross-examination
 - g. Parent/student may call any witnesses and present documents subject to cross-examination
 - h. After each witness is presented board members or the hearing officer may ask the witness questions
 - i. Parent/student's closing statement
 - j. Administration's closing statement
 - k. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
 - l. Right to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing

process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the Executive Director of Instructional Development deems proper, except that at the discretion of the Executive Director of Instructional Development, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the campus Executive Director of Instructional Development the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to

Suspension Review Committee

A suspension review committee will be established by the superintendent. The Executive Director of Instructional Development shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the Executive Director of Instructional Development within five (5) calendar days after the parent/student receives the Executive Director of Instructional Development's decision. If the Executive Director of Instructional Development does not receive a written appeal within five (5) calendar days of the decision, the Executive Director of Instructional Development's suspension decision is final.

Upon receipt of the request, the Executive Director of Instructional Development shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Executive Director of Instructional Development determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The Executive Director of Instructional Development shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The Executive Director of Instructional Development will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and charges against the student. The parent/student will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the Executive Director of Instructional Development, and the superintendent.
5. The decision of the committee shall be final and not appealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended may be immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

Reference: OKLA. STAT. title 70 Sections 24-101.3.

2.3 Student Bullying

Bullying/Cyber Bullying Policies

Statement of Legislative Mandate and Purpose

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

Definition of Terms

A. Statutory definition of terms

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

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

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

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

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

B. The "Reasonable Person" Standard

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

C. Types of Bullying

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

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

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status;

acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

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

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

Understanding and Preventing Bullying

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

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

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

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify any school staff member.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the Executive Director of Instructional Development. Any staff member who witnesses, hears about, or suspects bullying is required to report to the Executive Director of Instructional Development.

Bullying Investigators

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

Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine

- (i) whether bullying occurred,
- (ii) the severity of the incident(s),
- (iii) the potential for future violence, and
- (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the Executive Director of Instructional Development that an investigation has occurred and the results of the investigation.

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

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

Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

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

2.4 Adult Student Behavior Code

Purpose

The technology center serves adult and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut-short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student's dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules, and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center's standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

References in Policy

Reference to "administrator" means an assistant superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline. Reference to the "superintendent" refers to the superintendent of schools or the superintendent's designee. Removal or dismissal refers to taking a student out of a course or program for a short period, a longer period, or permanently.

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the Adult Student Behavior Code is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent and contact the student.

2. Evidentiary Hearing

Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.

If the student is unable to attend the original time and day specified by the administrator for the evidentiary hearing, the matter may be continued only once, and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

3. Decision

Once the evidentiary hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first.

Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

4. Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator's decision. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

The student shall be permitted to remain in school and shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request unless the suspension is for three (3) days or less. A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees. The student may change to another Course of Study with the permission of the Executive Director of Instructional Development and the instructor in the course into which the student is changing.

A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved student attendance and effort will be on a space available basis and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

5. Modification of Corrective Action

The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:

- A. Seriousness of the offense.
- B. Student's disciplinary record during the course of the school year or in prior years.
- C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.)
- D. Cooperation and assistance of student during the disciplinary proceedings.
- E. Other circumstances as the administrator may deem relevant.

6. Re-Admission

A dismissed student is eligible to be readmitted upon proper application for re-admission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for re-report admission.

A. Re-admission Process

- i. When a student fills out an application, which indicates that the student has been dismissed or has withdrawn from a program, the student will complete and return the Re-Admission form to the Admissions Secretary.
- ii. The form is then sent to the program director or teacher to be filled out.
- iii. The teacher will return completed form to the Instructional Leader of the receiving program.
- iv. The instructional leader of the receiving program may meet with applicant to discuss the Re-Admission form.

v. The Instructional Leader of the receiving program will approve or deny the re-admission application if the dismissal or withdrawal is due to financial, academic, clinical failure, or due to disciplinary action.

vi. A letter from the instructional leader of the receiving program or designee will be sent to applicant informing him/her as to status of re-application.

Notification of Policy

Copies of any procedural regulations and the Adult Student Behavior Code shall be distributed to all adult students annually, and students are responsible for compliance with the school's behavior and conduct standards. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.

Administrative Actions

Administrative actions provided in this policy may be taken by the administrator designated by this policy or the superintendent. An administrator, whether a division administrator, superintendent, or other administrator in charge, may appoint a designee to act in his/her place. With the exception of the superintendent, designees must be approved by the superintendent.

Adult Student Behavior Code

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing, or distributing or causing or allowing to be broadcast, published, or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating, or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang-related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code as follows:
 - (a) No bare feet, or house shoes
 - (b) Tank tops, tube tops, halters, low cut tops or strapless dresses without a covering shirt, blouse, or jacket, are inappropriate.
 - (c) Shorts, skirts (including slits), and dresses should be no shorter than the bottom of the longest fingertips when the student is standing with arms extended. Wind shorts and cutoffs are not allowed.
 - (d) Jeans with holes above the knee shall not be worn without the holes being patched.
 - (e) Non-prescription sunglasses are not to be worn inside the building.

- (f) Leggings will only be allowed under a skirt/dress that meets the appropriate length requirement.
 - (g) Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, or lewd, is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, gang-oriented materials, or any type of alcoholic beverage advertisement on the garment.
 - (h) Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Shirts should cover the entire crown of the shoulder. Pants are to be worn at the waist (includes sagging pants)
 - (i) Any manner of dress, body piercings or hairstyle that detracts from the educational process will not be allowed.
 - (j) Exceptions may be granted for religious or medical reason.
 - (k) Because of safety requirements or other constraints, some classes may have dress requirements in addition to the afore mentioned codes.
22. Inappropriate behavior or gestures
 23. Indecent exposure
 24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
 25. Obscene language
 26. Physical or verbal abuse
 27. Plagiarism
 28. Possession or distribution of a caustic substance (unrelated to course work)
 29. Possessing, distributing, or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
 30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
 31. Possession, without prior authorization, of a wireless telecommunication device
 32. Possession, threat or use of a dangerous weapon¹ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
 33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low- point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
 34. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
 35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
 36. Profanity
 37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
 38. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 39. Theft
 40. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 41. Truancy
 42. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not

contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

43. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center
44. Using racial, religious, ethnic, sexual, gender or disability-related epithets
45. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
46. Vandalism
47. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying, or defacing school property
48. Vulgarity
49. Willful damage to school property
50. Willful disobedience of a directive of any school official
51. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites
52. Possession of any portable audio/video device is permissible, but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Executive Director of Instructional Development or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student. Students may not use any personal wireless device to:
 1. Send or receive answers to test questions or otherwise engaged in cheating;
 2. Record conversations or events during the school day, on school property or at school activities;
 3. Threaten, harass, intimidate or bully;
 4. Take, possess, or distribute obscene or pornographic images or photos;
 5. Engage in lewd communications;
 6. Violate school policies, handbook provisions, or regulations.

All devices must be turned off during class time unless permitted by instructor and are subject to confiscation if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require *advance* written administrative approval. Any device confiscated will be turned over to the Executive Director of Instructional Development for disposition.

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Dismissal of Students Because of Failure to Meet or Comply with Essential Course Requirements

The technology center's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of

many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as adult students who violate the technology center's disciplinary code.

Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances, the programs establish eligibility requirements as well as minimum standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student's dismissal or removal shall include written notice to the program or project director of the student's dismissal and the reasons for dismissal.

2.5 Sexual and or Racial Harassment of Students

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

Sexual and/or Racial Harassment for the purpose of this policy:

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

Specific Prohibitions:

A. Administrator and Supervisors

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

Report, Investigation, and Sanctions:

A. It is the express policy of the Great Plains Technology Center Board of Education to encourage student victims of sexual and or racial harassment to come forward with such claims. This may be done through the Sexual and or Racial Discrimination Grievance policy.

(1) Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual and or racial harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision, or to any responsible adult person.

(2) Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual and or racial harassment.

B. In determining whether alleged conduct constitutes sexual and/or racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Executive Director of Instructional Development has the responsibility of investigating and resolving complaints of sexual and/or racial harassment.

C. Any employee found to have engaged in sexual and/or racial harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual and or racial harassment of other students or staff shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements. (2.2V.).

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

2.7 Tobacco and/or Vapor Device Use/Possession Policies

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

A. The tobacco or vapor device use/possession warning shall be given to all students at the start-of-year class orientation meetings, and at the time of enrollment for new students throughout the school year.

B. When start-of-year orientation announcements are used, students must be informed that the announcement regarding tobacco or vapor device use/possession is to serve as their first and only warning and that any violation will cause a 3-day suspension per occurrence. New enrollees must be given the same warning.

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

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

3.1 Definitions

A. Alcohol/Drug/Mood-Altering Substances – shall include any alcohol or malt beverage, and any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to; beer, wine, liquor, wine coolers, marijuana, cocaine, crack, amphetamines, crank, hashish, PCP, LSD, chemical solvents, glue look-alike drugs, and any capsules or pills not registered with school personnel and given in accordance with the school district's policy for the administration of medication to students in school.

- B. Drug Paraphernalia – includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to torches, roach clips, pipes, bowls, and rolling papers, etc.
- C. Distribution – deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another or to aide herein.
- D. Possession – possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.
- E. Drug/Alcohol Induced Medical Emergency – a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to response, vomiting, unconsciousness, seizures, etc.
- F. School Premises - shall include not only actual building, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property also includes student travel to and from school or school activities.
- G. Extracurricular Activity – shall include any school-sponsored activity such as field trips, school clubs, and social activities regardless of the time frame of the activity.

3.2 Administration of Medication to Minor Students

Great Plains Technology Center has a policy to identify when technology center personnel are authorized to administer medication to minor students, when, minor students are authorized to self- medicate and how technology center will maintain, administer, monitor, and dispose of minor student medication.

If the student, parent, or guardian believe they need to self-administer medication or have great plains technology center staff administer medication, contact the Executive Director of Instructional Development to start the process according to the school's policy.

3.3 Disciplinary Procedures for Alcohol and Drug Offenses

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

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

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

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

A. **First Offense**

(1) The appropriate Administrator will notify parents/guardians and request an immediate conference. Law enforcement officials will be notified if student is in possession of alcohol, illegal substances and/or drug paraphernalia.

(2) The student is subject to suspension for a minimum of the remaining semester and up to the next full semester. At the suspension hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency; a second formal hearing will be held to consider the disposition of the student's suspension if student and parent/guardian furnish proof of completing treatment at a licensed treatment agency.

B. **Second and Subsequent Offenses**

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

3.5 Suspected Use of Alcohol or Drugs

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

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

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

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

4.0 Possession of Use of Weapons

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

- A. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation except under Oklahoma Statue, Title 21, Section 1290 will be removed from school for not less than one (1) full calendar year. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Firearms are defined in title 18 of the United States Code, Section 921, as:

- (1) Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- (2) The frame or receiver of any such weapon;
- (3) Any firearm muffler or firearm silencer;
- (4) Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket, having a propellant charge of more than four ounces; a missile having any explosive incendiary charge of more than one-quarter ounce; or mine or any device similar to the above.

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

- B. Oklahoma Statue, Title 21, Section 1280 prohibits any person, except a peace officer or other person authorized by the Great Plains Technology Center Board of Education, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

C.

Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, Billy club, hand chain, metal knuckles, laser, stun gun, pepper spray, or any other offensive weapon. Definition of weapon is not limited to examples listed. Any knife with a blade length greater than 2.5 inches shall be considered an offensive weapon as well.

(1) **First and Subsequent Offenses**

- (a) The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.

(b) The student will be suspended for the remainder of the current semester and up-to-the next full semester as determined by the Executive Director of Instructional Development or his designee.

The term of the suspension may be modified by the Superintendent on a case-by-case basis.

(c) During any period of suspension, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.

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

4.1 Assault on Student(s) or School Personnel

Students who maliciously injure another person are subject to short or long term suspension and will be referred to law enforcement authorities. Per Oklahoma Statue, Title 21, Section 650. 7-8, felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

4.2 Right to Fair and Orderly Hearings/Appeals/Counsel

Nothing in this discipline policy shall be construed so as to deny a student the right to fair and orderly hearings, appeals, counsel, and due process in cases, which may end in short or long term suspension. The Executive Director of Instructional Development or their designee shall interpret this policy in a just manner, given the circumstances of each individual case.

4.3 Parent/Guardian Conference as Condition for Re-entry

At the conclusion of any suspension the Executive Director of Instructional Development or their designee may require a conference with the student and his/her parent or legal guardian as a condition for reentry to school.

5.0 Right to Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the division administrator's decision. At the hearing, the division administrator shall first present his/her evidence and be subject to cross-examination by the superintendent. This will be followed by the student's evidence. The decision of the superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

The student shall be permitted to remain in school and shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request unless the suspension is for three (3) days or less. A student is expected to make progress toward satisfactory completion of his/her Course of Study to be eligible for continued enrollment and be up to date with payments of tuition and fees. The student may change to another Course of Study with the permission of the Executive Director of Instructional Development and the instructor in the course into which the student is changing.

A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved student attendance and effort will be on a space available basis and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

5.1 Right to Privacy

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

5.2 Right to Make Up of Work

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

6.0 Right of Parental Contact by Administrator

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

6.1 Length of Suspension

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

7.0 Emergency Suspension

7.1 Causes for Emergency Suspension

The Administrator may suspend a student on an emergency basis, without a hearing, if he/she has reasonable cause to believe that:

- A. The physical safety of the student or of others is endangered; OR
- B. Where the school is in the midst of a violent upheaval; OR
- C. The student is causing substantial interference with the operation of school.

7.2 Termination of Suspension

An emergency suspension shall terminate when it is reasonably determined that the student's presence in the school will not result in a situation warranting emergency suspension under paragraph 7.1. This suspension should not exceed three (3) days unless the Administrator commences the notice and hearing procedure provided in paragraph 6.1 for suspension or an informal hearing is held for temporary suspension under the provisions of paragraph 5.1.

8.0 Discrimination, Harassment and Retaliation

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

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

8.1 Definitions

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

"Student" refers to any person who is enrolled in any program or any individual enrolled in a client-based program.

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

Examples of discrimination include but are not limited to refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

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

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

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

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

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

Sexual harassment may occur between persons of the same gender and sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

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

8.2 Reporting

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

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

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

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

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

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

8.3 Administrative Response

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

1. A statement from the individual who was allegedly harassed;
2. Appropriate and reasonable steps to separate and protect both the alleged victim and alleged harasser pending conclusion of the investigation and necessary remedial action;
3. Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
4. Interviews with the alleged harasser, alleged victim, and witnesses; and
5. Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances – including the nature, extent, context and gravity of the activities. At the conclusion of the process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including, but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination, or retaliation.

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

8.4 Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any disciplinary decisions will be made as a proportional response to the violation.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law

9.0 Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

9.1 Definitions:

Complaint

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

Grievant:

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

Coordinator(s):

The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1973, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal

laws addressing equal education opportunity. The Coordinator under the Title VI, IX, Section 504/Title II and the Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Great Plains Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

Title IX Coordinator, Valerie Anderson, vanderson@greatplains.edu

504 Coordinator, Kristy Barnett, kbarnett@greatplains.edu

4500 SW Lee Blvd., Lawton, OK 73505

Section 504/Title IUI Coordinator (for questions or complaints based on disability)

Kristy Barnett
Great Plains Technology Center
4500 SW Lee Boulevard
Lawton, OK 73505
(580) 355-6371

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Valerie Anderson
Great Plains Technology Center
4500 SW Lee Boulevard
Lawton, OK 73505
(580) 355-6371

Any individual who has experienced any form of discrimination, including discrimination not listed above may contact:

Employees – Valerie Anderson
Great Plains Technology Center
4500 SW Lee Boulevard
Lawton, OK 73505
(580) 355-6351

Students – Justin McNeil
Great Plains Technology Center
4500 SW Lee Boulevard
Lawton, OK 73505
(580) 355-6351

Respondent:

The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

9.2 Pre-Filing Procedure :Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Executive Director of Instructional Development or the technology center's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

9.3 Informal Resolutions: If the designated Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District and informal resolution will not require that the allegation be resolved directly with an alleged harasser without the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instanced of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are fully

disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or complaint. Either part may terminate informal proceedings at any time in favor of proceeding with a grievance. All timeframes under the grievance procedure will pause while the problem or complaint is pending informal resolution.

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

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

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

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

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

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

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. The Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent so as to provide each reasonable time to prepare for such hearing. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

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

Within 8 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 3 days and request an appeal. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the Board of Education, in writing, within 8 days after receiving the appeal. Within 30 days from the date of notification to the Board of Education, the Board will designate an impartial hearing officer to oversee the appeal. The hearing officer will act as an appellate official by reviewing the decisions and the evidence presented below, holding a hearing within 10 days to consider any additional evidence the parties may wish to present. The hearing officer will make arrangements to audiotape any oral evidence presented. The hearing officer will issue a written decision with 5 days of the hearing to both Grievant and Respondent.

9.5 General Provisions:

Duty of District Employees to Report Alleged Discrimination:

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

Extended Time:

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

Access to Regulations:

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

Confidentiality of Records:

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from the other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for 3 years after complaint resolution.

Representation:

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

Corrective Action:

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

Retaliation:

The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process.

These steps include notifying students and employees that they are protected from the retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision:

At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

Section 504 Due Process Procedures:

For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Kristy Barnett
Great Plains Technology Center
4500 SW Lee Boulevard
Lawton, OK 73505
(580) 355-6371

Notice:

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

Outside Assistance:

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

US Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street – Suite 320
Kansas City, MO 6419-06
(816) 268-0550
(816)268-0599 (Fax)
(877) 521-2172 (TTY)
Email: OCT.KansasCity@ed.gov

10.0 Student's Right to Assemble and Demonstrate

10.1 Conditions for Students to Assemble and Demonstrate

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

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

10.2 Additional Conditions for Students to Assemble and Demonstrate

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

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

11.0 Distribution of Printed Material

11.1 Process for Distribution of Printed Material

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

12.0 Trespassing on School Property

12.1 School Policy on Trespassing

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

12.2 Visitation in Classroom

Classroom visitation is encouraged during those times designated for this purpose. Activities are usually planned for special occasions. Frequent or prolonged visits by a large number of persons, however, can have a disruptive effect upon both the instructional program and the learning environment of the school.

Therefore, it is requested that all visitors to classrooms register in the school office and state the purpose of their visit. The Administrator shall have the prerogative to approve or disapprove the visit. If, in the judgment of the Administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the campus. If they do not leave, the Administrator may invoke City of Lawton Ordinance 15-40.

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

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

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

13.0 Searches

13.1 Conditions for Searches or Detaining of Students

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

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

13.2 Conduction of Searches

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

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

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

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

13.3 Privacy Expectations

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

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

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

Surveillance cameras will be used in shops, classrooms and other areas deemed necessary.

13.4 Working Canine

Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections. Hand-held metal detectors may be used to search for dangerous weapons.

13.5 Student Refusal for Search of Vehicle

Any pupil refusing to allow the search of his or her vehicle by an Administrator after reasonable suspicion is established, will not be allowed to drive a privately owned vehicle on campus after said incident.

14.0 Vandalism

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

15.0 Drug Free Statement

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

Drug and alcohol abuse treatment can be located using the National Substance Abuse and Mental Health Services Agency NATIONAL HELPLINE – 1-800-622-HELP (4357) or <https://findtreatment.samhsa.gov/>. GPTC does not sponsor any drug or alcohol counseling, treatment, rehabilitation or re-entry programs.

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

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

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

16.0 Student Grades

16.1 It is the policy of the technology center board to issue a grade to each student enrolled according to the grading options for students outlined below. Certain terms used in this policy shall have the following meanings:

A. Audit Grade Option. A grading option available to any short-term student who is enrolled in a course for "self-improvement." The student does not intend to work toward a certificate nor present course records to an employer. The audit option does not ordinarily allow the student to take part in examinations or be graded unless requested by the student.

B. Course. A portion of a total career program for which a grade is issued and entered on a transcript.

C. Full-Time Student. A secondary or post-secondary student enrolled in a full-time program.

D. Part-time Student. A student enrolled on a part time basis in a full-time program.

E. Grading Option. Grading options are available for short-term students.

F. Grading Period. A predetermined length of time for which instructors issue grades that reflect student performance in a course/Program.

G. Short-Term Student. A student enrolled in any short-term/adult career development course.

H. Pass/Fail Grade. A minimum passing grade is predetermined for a course. A student earning the required minimum grade is issued a pass (P) grade. A student who does not earn the minimum required grade is issued a failing (F) grade. Minimum passing scores for courses may vary according to outside agency or employer requirements.

I. Satisfactory Academic Progress. A student is considered to be making satisfactory academic progress if the student maintains a grade of "C" and the student's attendance is within limits prescribed in the attendance policy. Minimum passing scores for courses may vary according to outside agency or employer requirements. Some programs may have special grading requirements different from "C" to satisfy state and national accreditation guidelines.

J. Truant. A student is considered to be truant if he/she intentionally fails to comply with the Oklahoma School Attendance Law.

K. Unsatisfactory Academic Progress. A student is considered to be making unsatisfactory academic progress if the student's grades fall below a "C" and/or absence exceed the limits prescribed in the attendance policy. Unsatisfactory academic progress may be defined differently in programs or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable student handbook.

Grades

Student Responsibility.

In order to receive a grade, it is the student's responsibility to complete course requirements, return all school-owned books, books and equipment or pay for the same, and pay all tuition, fees and any other indebtedness. Student indebtedness may result in a "hold" being placed on report cards, transcripts and/or other student records until the debt is paid in full.

Letter Grades, Grading Scales and Percentages. The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students participating in full-time courses:

A	4.0 – 3.5	100 – 90 %
B	3.4 – 2.5	89 – 80
C	2.4 – 1.5	79 – 70
D	1.4 – 0.7	69 – 60
F	0.6 – 0.0	59 – 00
P/F	Pass/Fail	
I	Incomplete	
N	No Credit	

Special grading scales may be used to meet the state and national certification, apprenticeship program and other special requirements.

Incomplete Grades. When a grade of I is issued, the student has ten (10) day for the end of the grading period to correct the I grade or the I shall be recorded as an F.

Recording Grades. Grades earned are recorded by the instructor in an official grade book or electronic grading system.

Calculating Student Grades

Course Grades. Grading patterns are calculated and established by the instructor(s) and may include, but not limited to practice of technical skills grades; written work grades; test grades; project grades; WBE grades. Each instructor's grading pattern will be on file in the Executive Director of Instructional Development's office in the course syllabi. Instructors will give the students a copy of the grading pattern at the beginning of each course. Though not specifically graded, there is no intent in this policy to minimize the value of instructional emphasis on students' attitude, attendance, or development of a positive work ethic.

If a student **exceeds** five (5) absences within a 9-week grading period and required makeup work is not completed (a maximum of only three (3) excused absences can be made up), they shall automatically receive a grade of "N" for that time period. Students who receive an "N" (no credit) for attendance will have their earned numeric grade reported to the sending school. However, this does not mean credit for completion of the course will be granted.

16.2 Secondary Student Attendance Policy

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

Maximum Number of Absences

Secondary Students may not exceed five (5) days of absence in a nine-week period. If a secondary student exceeds five (5) absences (excused or unexcused) in a nine-week period, the student will receive a grade of "N" for that nine-week period. Students who receive an "N" (no credit) for attendance will have their earned numeric grade reported to the sending school. However, this does not mean credit for completion of the course will be granted.

Any student receiving an “N” grade for two (2) successive 9-week periods within the same semester may not be allowed to enroll for the next semester. Extenuating circumstances may be considered by the Executive Director of Instructional Development or designee in the administration of this policy.

Excused Absences

For an absence to be excused, written documentation or a phone call from a parent/guardian must be received by the Attendance Office within 5 days of the absence. Late documentation [may be accepted with approval of the Executive Director of Instructional Development or designee](#). A maximum of three (3) excused absences may be made-up in a nine-week period. Makeup of employability grades for excused absences will be allowed. It is the students’ responsibility to obtain and turn in the makeup work for excused absences within five (5) school days of the absence. If this is not done, a zero will be recorded. The three (3) options for seat time makeup to be approved by the program instructors are:

- A. Instructors will make their class or lab available between 3:00 and 3:45 p.m. for makeup work.
- B. Reports pertaining to the subject being taught will be accepted as makeup. The make-up report’s length and format will be determined by the instructor.
- C. Participation in student organizational activities may be counted as makeup. The Executive Director of Instructional Development or designee shall have discretionary authority to approve any makeup for days missed beyond the 5-day limit.

It is the parents’ responsibility to notify the Attendance Office of Great Plains Technology Center if their son/daughter will not be in attendance. The Lawton campus telephone number is 250-5600 or 1-800-244-1024 and the Frederick campus telephone number is 355-5525 or 1-800-460-5525.

Tardies

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

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

Home School of Record Activity Report (Blue Card)

Approved partner school activities in which the student is a participant will be recorded as a class absence until the Home School of Record Activity Report (**referred to as the Blue Card**) and the required missed assignments are submitted. Blue Cards can be found online at greatplains.edu and are located under the Quick Links button. The Home School of Record Activity Report (or verification by partner school/blue card) is required within three (3) school days of the absence and missed assignments must be completed within five (5) school days following the absence. It is the responsibility of the student to submit the Blue Card online and complete missed assignments, otherwise the activity will remain an absence. Students are encouraged to submit Blue Cards in advance of the school activity.

16.3 Adult Student Attendance Policy

Maximum Number of Absences

Post-Secondary students will be allowed no more than eight (8) absences per semester and four (4) absences for the summer semester. Makeup of seat time will be allowed up to 12 hours per semester for full time students and 6 hours for half time students. If a student exceeds the maximum number of absences with no seat time makeup, appropriate disciplinary action will be taken up to and including dismissal.

Makeup

Seat time makeup may be made up for documented absences with due dates determined by the instructor. Documentation should be turned in to the Attendance Secretary and will be approved by the Executive Director of Instructional Development. Documentation is not required to make up work or daily grades but is required for missing a test.

Extenuating Circumstances

The Executive Director of Instructional Development or Administrator for appropriate extenuating circumstances may waive this policy. Students receiving Federal Financial Aid and Veterans Administration benefits must maintain 90% attendance for each semester in order to continue receiving benefits. Any student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty. Variances from the above policy shall be addressed in the individual handbooks.

Tardies

Being to work on time is an important part of being employable, therefore, students must be in class at the designated time. Habitual and/or excessive tardies will result in the instructor not being able to recommend a student to a potential employer. Tardies count toward attendance as follows: A. Any tardy up to one hour in length will count as 1 hour's absence. B. Any tardy from one hour or two hours will equate to 2 hours absence. C. Any tardy after two hours will be equivalent to a full session's absence (3 hours). D. Tardies will also be assessed appropriately for leaving class early. E. [If a student exceeds 10 tardies per semester with no seat time makeup, appropriate disciplinary action will be taken up to and including dismissal.](#)

Temporary Interrupt

Temporary Interrupt (Leaves of Absence) may be granted to students under certain conditions. Approval by the instructional leader or his or her designee is required in all such cases. If an adult student misses five (5) consecutive days of scheduled instruction without proper notification, his/her enrollment will be interrupted. If absences were due to sickness or other extenuating circumstances, the student may be reinstated upon approval of the Director of Instruction or his or her designee; if not, the interruption will be permanent for that grading period.

Written documentation of circumstances is required for this approval. Temporary interruptions will not exceed 20 school days. [Medical programs will not exceed a maximum of a 5-day temporary interrupt per semester.](#)

Attendance Impact on Grades

Arrangements to Complete Work Missed. It is the responsibility of the student to contact the instructor and make arrangements to complete work missed. No penalty will be assessed if work is made up in the required time frame. The normal time frame is considered to be one (1) day for each day missed. In situations which require more time due to the nature of the program, the instructor is to set the date when make-up work is due. Specific student attendance policies are defined in the student handbook.

Student Progress

1. Academic Probation. Any student having unsatisfactory academic progress will be counseled and may be placed on probation. A secondary student will have until the next grading period to achieve satisfactory academic progress or face possible removal from the program. Adult student probation requirements are defined in the applicable student handbook.
2. Failing Grades. A secondary student failing a semester may be dropped from the course(s) and/or returned to the partner school. A post-secondary student who receives financial aid and fails to maintain satisfactory academic progress may be disqualified for further financial aid. A post-secondary student who fails to maintain satisfactory academic progress may be dropped from the program. In career programs where requirements by an outside agency exist, criteria for failure of the course(s) are defined in the applicable student handbook. If a student fails a course within a Program, guidelines for any permitted repeat of that course are defined in the applicable student handbook. Student removal from a course or career programs shall be based on recommendation by the instructor and approved by the Executive Director of Instructional Development.
3. Each week instructors will report a list of secondary students failing the program to the registrar. During the second and fourth 9-weeks, the list will include students that are failing for the semester rather than the 9-week period. The registrar will establish and communicate the weekly due date for teacher reporting in relation to the expectations of partner schools. The registrar will compile a list of failing students for each partner school and issue those lists to schools weekly
4. Reporting Grades. Full-time instructors will record at least two assignment grades for each student for each week that they are in attendance. Grades will be tagged to separate program courses appropriately. Final

course averages of adult students will be comprised of a number of assignments that is appropriate for the number of hours associated with each course of a program. Instructors will lock each student's grade inside of the Sonis gradebook as the student completes the requirements for each course. All grades for secondary students will be entered in time to meet reporting deadlines of partner schools. These deadlines will be communicated by the registrar or Executive Director of Instructional Development each semester by email. The campus registrar will maintain the permanent student records and issue official transcripts. Secondary student grades will be sent by the campus registrar to each secondary student's high school. Semester grades are recorded on the student's transcript by the partner school and becomes a part of his/her permanent high school record.

Grades for Students in Short-Term Courses

Grading Options

During the first- class session, the instructor will explain the grading options available in the course. The instructor must choose a grading option at the beginning of the course before any testing/grading, and there can be no changes once the course is underway.

The options are:

A	4.0 – 3.5	100 – 90
B	3.4 – 2.5	89 – 80
C	2.4 – 1.5	79 – 70
F	1.4 – 0.0	59 – 00
P/F	Pass/Fail	
U	Unsatisfactory	

The grade of "I" (Incomplete) will NOT be used at the completion of a course.

Reporting Grades

Grades are recorded by the instructor and reported at the end of the course to the campus short-term supervisor (or assistant director). The supervisor (or assistant director) will direct the entry of grades into the technology center system. At the end of the course, the campus registrar will make available grade reports upon request.

Exceptions

The superintendent must approve any exceptions to this policy.

17.0 Repeated Courses

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

18.0 Report Cards

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

19.0 Transcripts

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

20.0 Certification Testing

Every student who has completed skill-related training for a Program, who has passed all related competency-based performance evaluations and who is considered ready to test by the instructor is required to take industry recognized/endorsed certification and/or licensure exam. With the approval of the program director, exceptions may be made if the policy poses a financial burden on the student. In an attempt to increase the number of students taking

certification/licensure exams at the conclusion of their technology center studies, the board has established a program which will allow monies from the general fund to be paid for certain student certification/licensure exams. In order to participate in the program, students must:

1. Attend a minimum of 360 hours of full time instruction;
2. Have 95% attendance;
3. Earn a cumulative grade of "B" or better in the program;
4. Pass the instructors pre-test with an 85% or better if applicable;
5. Provide a copy of exam results or license to the Director of Instructional Support Services.

Great Plains Technology Center also believes that providing for the direct costs of Advanced Placement tests or fees related to the student's program of study is important. Provision of the direct costs of Advanced Placement exams allows the student to obtain college credit prior to enrollment at participating colleges and universities, preparing the student for admission to and success in a postsecondary educational environment. A secondary student must apply for payment or reimbursement of the costs associated with the AP exam. As part of the application process, the student must meet the following criteria unless the instructor deems an exception is warranted:

1. Attend a minimum of 360 hours of full time instruction;
2. Have 95% attendance;
3. Earn a cumulative grade of "B" or better in the program;
4. Pass the instructor's AP pre-test with a 3 or higher; and
5. Provide a copy of final exam results to the Director of Instructional Services.

21.0 Requirements for Continuing Enrollment

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

The student may change to another Course of Study with the permission of the Executive Director of Instructional Development. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations.

Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

22.0 Withdrawal and Final Clearance

All secondary students who wish to terminate their course of training must obtain a withdrawal slip from their home high school administrative office. This must then be signed by the Great Plains Technology Center Executive Director of Instructional Development or designee in order to provide the student with a record of clearance from this school. Full-time adult students must fill out a Withdrawal form when withdrawing from a course. For full-time adult students the last date of attendance is considered the withdrawal date.

In order for students to officially "clear" at the end of the school year, and before a grade will be issued (*see below), it is the responsibility of the student to verify that they have done the following:

- A. Returned all school owned books;
- B. Completed all academic requirements;
- C. Returned all school owned tools;
- D. Turned in Student Identification Badge;
- E. Payment of all tuition & bills.

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

23.0 Re-Admissions

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

24.0 Tuition Refund

It is the policy of the technology center board of education that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a full-time or short-term adult program or short-term multi-client classes prior to the specified

time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees and other charges.

The term "withdrawal" shall mean written notification by a student of his/her intention to discontinue class attendance.

Procedures

The purpose of these procedures is to establish a set of guidelines for the refund of tuition to students who wish to withdraw from full-time, short-term adult, Adult Career Development (ACD) courses, and international students.

General Guidelines

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.
2. A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of refund request approval to receive a refund check.
3. No refund is given for book purchases.
4. Nonattendance of classes does not constitute official withdrawal. The student must utilize the school's withdrawal process to be eligible for a refund.
5. A refund request will not be approved unless all financial obligations to the technology center have been met.
6. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another technology center course.

Full-Time Programs

100% of the tuition will be refunded if the student withdraws before classes start **or before the beginning of the sixth school day from the class start date.**

Short-Term Adult and ACD Courses

1. 100% refund will be given if a student formally drops prior to the course start date.
2. 50% refund will be given if a student drops within two (2) business days after course start date.
3. No refund will be given three (3) or more days after course has started.
4. No refunds after start date for classes consisting of five (5) or fewer meeting days
5. Students must formally withdraw from class to claim refund.
6. Basic Rider Course students are eligible for 50% refund if withdrawing on or after course start date and before course completion date.

25.0 Insurance

While this school will make every effort to prevent accidents and injuries, the nature of the programs is such that the possibility of injury is greater than that in the regular academic programs. The student is requested to have personal insurance.

26.0 Telephone

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

27.0 Testing

All test materials are protected from loss, unauthorized access and reproduction in order to ensure the integrity, security, and confidentiality of all tests and materials. The use of any communication devices, note passing, hand gestures, unauthorized reference materials and disruptive behavior is prohibited in the Testing Center. In addition to Testing Center proctors, the testing rooms are equipped with a video surveillance recording system that is monitored at all times to prevent testing irregularities and/or violations. A student will be removed from the Testing Center immediately and referred to the Executive Director of Instructional Development or his/her designee if found cheating on a test or violating a Testing Center rule, which may result in disciplinary action.

28.0 Transportation

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

29.0 Cars

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

29.2 If the partner high school permits, secondary students may drive their personal cars to Great Plains Technology Center. Students that drive their personal cars must be in class at the regularly scheduled class time.

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

30.0 Parking

Students shall park in assigned areas only. Unregistered or improperly parked vehicles are subject to being towed at the owner's expense. Vehicles may pull or back into parking spaces. The front or rear of the vehicle shall not obstruct the walkway.

31.0 Leaving Campus

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

32.0 Visitors

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

33.0 Student Identification Badges

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

33.1 Lost or Altered Badges

Students will be responsible for replacement of lost or altered identification badges. The cost is \$2.00 and badges can be purchased in Great Plains Technology Center's bookstore. Failure to comply will result in disciplinary actions. Badges must be turned in upon withdrawal or completion of program. The Executive Director of Instructional Development or the S.C.O.R.E. Director may dispense a temporary identification badge to a student to allow them to participate in on-campus activities for a period (not to exceed 3 days) to allow the student time to obtain a replacement. Temporary Great Plains Technology Center identification badges will not be accepted in the Testing Center without authorization from the Executive Director of Instructional Development or his/her designee.

34.0 Care of Books and Equipment

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

35.0 Alarms

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

36.0 Diabetic Medical Management

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

37.0 Communicable Disease Policy

GPTC strives to provide a safe environment for all students and employees that is conducive for education and training. Communicable diseases are transmitted from person to person. Early identification signs and symptoms of communicable disease is extremely important to increase the health of the school and decrease school absenteeism. For the protection of all students and staff, individuals should be kept home or will be sent home in the following situations:

Individuals with a fever of 100 degrees or more will be sent home and may return when the individual is fever free for a 24-hour period without the use of fever reducing medications (Tylenol, Motrin, etc.).

Individuals with vomiting and/or diarrhea will be sent home and may return when the individual has not had an episode for a 24-hour period without the use of medication (Imodium, Pepto Bismol, etc.).

Individuals with any type of rash will be sent home. A rash is defined as an eruption or oozing of the skin. Individuals may return the following day if the rash is no longer visible. If the rash remains, then a clearance must be obtained from a physician stating the diagnosis and they are clear to return to school.

Individuals with any inflammation of the eye or lid will be sent home and may return to school when a clearance has been obtained by a physician.

When there is reasonable doubt as to the contagiousness of any individual who has been sent home from school for infectious disease, a written statement from the physician can be required before the individual is allowed to return to school.

38.0 Medical Marijuana Policy

Regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events, and activities, including those technology center sponsored functions, events and/or activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation; and in any other instance in connection with the technology center where the technology center reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the technology center may proceed with all actions and consequences that are afforded under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

38.1 Definitions

The terms “marijuana” and “possession of marijuana” will be interpreted by the technology center in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

38.2 Nondiscrimination

There will be no discrimination in the technology center because of an individual’s status as a medical marijuana license holder.

38.3 Overlap with Other Technology Center Policies

The technology center recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the technology center's current policies regarding employees, students, parents, and individuals on technology center premises or attending technology center events. The technology center will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the technology center will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a technology center policy in order to comply with state and federal law.

38.4 Employees

Employees of the technology center are expected to comply with state and federal law at all times as a term of their continued employment with the technology center. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>) Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

39.0 Emergency Management

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

40.0 Internet Acceptable Use Policy

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

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

40.1 Acceptable Use

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

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

40.2 Unacceptable Use

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

40.3 Privileges

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation or restriction of those privileges.

40.4 Network Etiquette

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

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

40.5 Responsibility

Great Plains Technology Center school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. Great Plains Technology Center school district will not be responsible for any damages. This includes but is not limited to: loss of data resulting from equipment failure, delays, non-deliveries, mis-deliveries or service. It is the student's responsibility to keep backup copies of their data. Great Plains Technology Center school district is not responsible for data that is lost or damaged. Great Plains Technology Center school district specifically denies any responsibility for the accuracy or quality of information obtained through these services.

40.6 Security

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

40.7 Vandalism

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

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

40.8 Software / Remove Disk Policy

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

40.9 Internet Use Agreement Form

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

41.0 Social Media Policy

41.1 Introduction

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

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

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

- A. The network is intended for education/business purposes.
- B. All activity over the network or using district technologies may be monitored and retained.
- C. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- D. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- E. Misuse of school resources can result in disciplinary action.
- F. We make a reasonable effort to ensure users' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- G. Users of the network or other technologies shall alert IT staff at helpdesk@greatplains.edu or 351-6710 immediately of any concerns for safety or security.

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

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

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

Proper use and training include but are not limited to:

- A. Providing professional development and user training on the requirements of open records for GPTC, emphasizing that all communication on GPTC servers and sponsored pages are subject to the open records act.
- B. Complying with the GPTC Media Style Guide, as developed by the Communications and Marketing department. This guide will establish appropriate cover photos, icons, and graphics, and other style elements for Great Plains Technology Center-sponsored accounts.
- C. Maintaining a professional voice in all communications sent via a Great Plains sponsored account.
- D. Obtaining media releases from employees, students, and clients who might appear on the account. Blanket release signage may be developed to obtain implied permission to post pictures from public event such as job fairs, trade shows, and other events in which members of the public may participate.
- E. Developing and monitoring the sharing of any social media post previously online.
- F. Recognizing that disclosing proprietary or personal information about students, clients, or other users of a Great Plains sponsored site, whether in visual, printed, or audio media, without their permission is prohibited on personal and/or professional social media accounts.

41.2 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

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

Acceptable use includes:

- A. Appropriate discussions would include the student's schoolwork, class activity, CareerTech Student Organization, or other school-sponsored activity.

B. Electronic communications with students are to be sent simultaneously to multiple recipients, not just to one student, except where the communication is clearly school-related and inappropriate for other students, or irrelevant for persons other than the individual student to receive (for example, a message about a student's grades).

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

41.3 Personal Safety

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

41.4 Cyberbullying

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

41.5 Limitation of Liability

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

41.6 Violations of this social Media Policy

Violations of this policy may have disciplinary repercussions, including:

- A. Suspension of network, technology, or computer privileges
- B. Notification to parents
- C. Detention or suspension from school and school-related activities
- D. Legal action and/or prosecution

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

42.0 Student Right to Know

Information regarding graduation/completion and transfer out rate is available on the National Center for Education Statistics website at www.nces.ed.gov/IPEDS.

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

43.0 Campus Policy on Reporting Crimes

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

If a student wishes to report suspicious or criminal activities anonymously, he/she may call the Lawton Police Department Crime Stoppers at 580-355-4636 or go online at www.lawtoncrimestoppers.com.

This report contains a record of all identified crimes committed on Great Plains Technology Center's property.

For more information about our graduation rates, the medial debt of students who completed the program approved Programs for Federal Financial Aid, and other important information, please visit our website at www.greatplains.edu.

Lawton Campus

Offense	2022	2023	2024
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglary	1	0	0
Motor Theft	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Statistics on Arrests	2022	2023	2024
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons	0	0	0

Frederick Campus

Offense	2022	2023	2024
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglary	0	0	0
Motor Theft	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Statistics on Arrests	2022	2023	2024
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons	0	0	0

44.0 Enrollment for Those Convicted of Felonies

Any currently enrolled student who is charged with a felony must promptly disclose the charges to the Executive Director of Instructional Development.

45.0 Clery Act / Violence Against Women Act Compliance

Campus security policies, procedures and reporting, as required by the Clery Act and the Violence Against Women Act, are detailed in the Annual Security Report. The Annual Security Report is available for review in the Student Support Services department.

All GPTC employees are designated as Campus Security Authorities (CSA) with the exception of a professional counselor who is “providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification”. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, there may be situations in which counselors are in fact under a legal obligation to report a crime.

The function of a campus security authority is to report to the GPTC Executive Director of Instructional Development or his/her designee, any allegations of Clery Act crimes that he/she receives.

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking

about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

A CSA **is not responsible** for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

Clery Act and Violence Against Women Act crimes are defined as:

1. **Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias.
3. **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and
4. **Arrests and Referrals for Disciplinary Action** for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

46.0 Domestic Violence/Violence Against Women

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

The Student Support services Department shall maintain information including:

- Rape
- Acquaintance Rape
- Forcible Sexual Assault
- Non-forcible Sexual Assault
-

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

Students will also be informed regarding the presence of security on campus and available assistance in notifying the authorities if the student requests such assistance.

47.0 Financial Aid

Financial Aid Coordinator: Dustin Davidson, Phone 250-5534 or E-mail: ddavidson@greatplains.edu
Office Location: Bldg. 100, Room 107, Lawton Campus
Office Hours: Monday through Friday

47.1 Philosophy of Financial Aid

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

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

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

All VA beneficiaries utilizing VA funds must turn in all transcripts/training records, to include his/her military transcript and transcripts from all prior post-secondary institutions, to be evaluated for prior credit, whether or not prior credit is granted.

47.2 General Student Admissions and Eligibility Criteria for Federal Financial Aid

47.2.1 Admissions Requirements and Title IV Eligibility

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

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

- A. Is a regular student for the purpose of receiving financial aid (pursuing a degree, certificate, or other recognized educational credentials).
- B. Is enrolled or accepted for enrollment in an eligible program that leads to a certificate or degree as a post-secondary student and be in attendance for 30 hours per week for full-time and 15 hours per week for part-time.
- C. To receive Federal Student Aid Funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:
 - (1) Has a high school diploma. This can be from a foreign school if it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
 - (2) Has the recognized equivalent of a high school diploma, such as a general educational Development or GED certificate; or has completed homeschooling at the secondary level as defined by state law.
- D. Is not simultaneously enrolled in an elementary or secondary school.
- E. Meets the following Citizenship and Residency Requirements:
 - (1) Be a citizen or national of the United States or
 - (2) Provide evidence from the U.S. Immigration and Naturalization Service that he/she is a permanent resident of the United States.
 - (3) Provide evidence he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.
 - (4) Be a citizen for the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.
- F. Have a valid verifiable Social Security Number.
- G. To be eligible to receive Title IV, HEA Program funds, a male student who is subject to registration with the Selective Service must register as per guidelines (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960.)
- H. Certify that he/she will use federal student financial aid only to pay for educational cost.
- I. Is not in default on any Title IV, HEA Loan Program.
- J. Must not owe an overpayment on a Pell Grant or Supplemental Educational Opportunity Grant received at any institution.
- K. Must not have borrowed in excess of the annual or aggregate loan limits or received Pell for twelve (12 semesters (600% lifetime eligibility)).
- L. Must not have property subject to a lien for debt owed to the United States.
- M. Comply with our Satisfactory Academic Progress (SAP) included in the Great Plains Technology Center's Student Handbook.
- N. Must not have any disqualifying drug convictions; and
- O. Have a financial need, if applicable.

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

47.2.2 Admissions Procedure

The following criteria must be met for admission to any full-time career major:

- A. Meet with a Great Plains Technology Center Career Counselor.
- B. Complete and Submit Application to attend Great Plains Technology Center.
- C. Provide official assessment results or schedule assessment as required.
- D. Provide verification documents if required for Career Major desired such as copies of official high school transcripts in a sealed envelope from high school, or GED.

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

47.2.3 Incarcerated Applicants

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

47.3 Payment Schedule and Satisfactory Progress

47.3.1 Payment Schedule

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

47.3.2 Satisfactory Progress

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

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

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

Satisfactory progress is determined at payment period intervals.

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

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

- A. Satisfactory progress is defined by the institutional policy as having a grade of "C" or better at the end of a pay period AND student must complete work at a pace that enables completion in the allotted hours in the Program. Specifically, this means that a student enrolled in a 960 clock hours Program attending full time should complete the Program in nine (9) months. All students must maintain a cumulative academic average of "C" for all Great Plains Technology Center Programs.
- B. All students are held responsible for regular and punctual attendance. Great Plains Technology Center students may not be absent for more than eight (8) days per semester (pay periods for Federal Student Aid funded students).
- C. All students must complete the program within one and one-half (1 1/2) times the normal length of time required to complete the program as defined in the enrollment agreement.

Students who have more than 5 days of consecutive absences will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Temporary Interrupt (leave-of-absence). Students who expect to be absent 5 or more days are encouraged to request a Temporary Interrupt (leave-of-absence).

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

Quantitative Requirement:

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

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

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

Academic Year Definition:

Great Plains Technology Center academic year is defined as 960 clock hours and 30 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

Evaluation Periods:

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

Example: For all 960 clock hour Programs, a student is evaluated at the increments in which the student is scheduled to reach 480 clock hours.

Example: For the 705 clock hour Firefighter Program, a student is evaluated at the increments at which the student is scheduled to reach 353 clock hours.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 480 clock hours or at the time of actual completion of the remaining hours, whichever occurs first.

Financial Aid Warning Status:

Students who fail to meet minimum requirements (90% cumulative attendance for Great Plains Technology Center Program and a grade average of "C" for attendance and academic progress at the end of a payment period) will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress (SAP).

If the student is not meeting SAP at the end of the Financial Aid Warning period, the student will not be eligible to receive Title IV, HEA funds until student has reached SAP.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

Returning Student from A Leave of Absence or Withdrawal:

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

Re-establishment of Satisfactory Academic Progress:

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation period.

Reinstatement of Financial Aid:

Title IV, HEA funds will be reinstated to qualified students who have re-established academic program by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their Program within the maximum time frame.

Noncredit and Remedial Courses:

Noncredit and remedial courses do not apply at Great Plains Technology Center. Therefore, these items have no effect upon the school's Satisfactory Progress Standards.

47.3.3 Transfer Students

Great Plains Technology Center will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material.

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

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

Transfer students must meet the following criteria:

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

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

47.4 Student Right and Responsibilities of Recipients

47.4.1 Right-to-know

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

47.4.2 Responsibilities

- A. Keep all pertinent information regarding financial aid for future reference
- B. Ask questions about financial aid
- C. Meet certain percentage of educational costs

- D. Report all outside assistance to the financial aid office
- E. Complete and submit all required paperwork
- F. Use funds for expenses related to this institution's cost

47.5 Federal Financial Aid Processing

- A. Apply for a Federal PELL Grant
Apply online at www.fafsa.ed.gov. FAFSA worksheets are provided in Building 100

Financial Aid Distribution Dates for the 2025-2026 school year:

- August 14, 2025**
- September 11, 2025**
- October 24, 2025**
- November 14, 2025**
- December 11, 2025**
- January 15, 2026**
- February 12, 2026**
- March 12, 2026**
- April 16, 2026**
- May 14, 2026**
- June 11, 2026**

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

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

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

Additional Information for FLEX Practical Nursing Students.

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

EXAMPLE: To receive a Financial Aid check on September 15th, all required documentation including time sheets and grade report must be submitted to the Financial Aid Office by August 15th.

Clock hour requirements for Flex Nursing Students receiving Title IV Federal Financial Aid (Pell) and Veterans Educational Benefits:

- 1st Pell Disbursement is issued in advance for the first 480 clock hours approximately 6-8 weeks after the start of the Program.
- 2nd Pell Disbursement is issued after the student has successfully progressed to the 2nd semester and has documentation of attending 480 clock hours. When the 2nd disbursement is issued the student has been paid in advance for a total of 960 clock hours. Documentation of clock hours attended must meet a minimum of 960 clock hours at the time of graduation in order not to owe a refund to Federal Financial Aid.

47.6 Types of Financial Aid Available

Federal Pell Grant

The Federal Pell Grant is a federally funded grant program, which provides up to \$7,395.00 per year to post-secondary students enrolled in a Full Time Adult Program. Free applications for Federal Financial Aid may be obtained from the Financial Aid Office, Building. 100, Room 107.

47.7 Federal Supplemental Educational Opportunity Grant (FSEOG)

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

47.8 Oklahoma Tuition Aid Grant (OTAG)

Student State Incentive Grants are known in Oklahoma as Oklahoma Tuition Aid Grants (OTAG). Application is made using the same application for PELL. The grants pay up to \$500.00 for eligible residents of Oklahoma. Eligibility is based upon full time enrollment, status as a resident, and need for the grant that is evident by an analysis of application information. Students are advised of awards by letter from the Oklahoma State Regents of Higher Learning. Payment is made by check, usually once in the Fall and another in the Spring.

47.9 Verification

Students selected for verification by the Department of Education will be notified on their Student Aid Report or by the Financial Aid Office. Those selected must submit signed copies of financial documents to financial aid office. Students with conflicting information in their file may be selected for verification at the Financial Aid Officer's discretion. The financial aid office will notify the student if documentation is required.

47.10 Refund Policy as Related to Receipt of Title IV Financial Assistance

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

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

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

47.11 Other Outside Sources of Aid

BUREAU OF INDIAN AFFAIRS – Contact your local Bureau of Indian Affairs Office.

VETERANS EDUCATIONAL BENEFITS – Contact Dustin Davidson, Lawton campus – Bldg. 100, Phone: (580) 250-5534 or Veterans' Administration, Muskogee, OK Phone: 1-888-442-4551.

GREAT PLAINS TECHNOLOGY CENTER FOUNDATION, INC. – Assist with tuition. Eligibility is based on need. Applications are distributed at the Lawton campus in Buildings 100 & 700 and at the Frederick campus.

DR. GEORGE BRIDGES NEXT STEP SCHOLARSHIP – The Next Step Scholarship is a one-time tuition scholarship. The maximum award is tuition for one Fulltime Program at Great Plains Technology Center. The scholarship is applied toward tuition for a full-time Program. The scholarship is good for one year after high school graduation.

KEN TAYLOR SCHOLARSHIP – This is a single tuition scholarship in the amount of \$2100 (\$1050 per semester) and may only be applied towards adult tuition in full-time Trades or Industrial programs. Students may apply their senior year of high school or as an adult student prospect or adult student. The recipient must maintain a minimum B average for the scholarship to be renewed for a second semester.

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

REHABILITATION SERVICES – Contact the Oklahoma Department of Rehabilitative Services, by phone: (580) 585-4200.

47.12 Treatment of Title IV Funds Upon Withdrawal from A Clock Hour Program/Return of Title IV Funds

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

When a student applies for financial aid, the student signs a statement that they will use the funds for educational purposes only. Therefore, if the student withdraws before completing the Program, a portion of the funds they receive may have to be returned. Great Plains Technology Center will calculate the amount of tuition to be returned to the Federal Fund programs according to the policies listed below.

This policy applies to students who withdraw (officially or unofficially) or fail to return from a leave of absence or are dismissed from enrollment at Great Plains Technology Center. It is separate and distinct from the Great Plains Technology Center refund policy. (Refer to institutional refund policy.)

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

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

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

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

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

Early Completer:

If a student completes all required coursework prior to completing all of the established hours in the program, Great Plains Financial Aid Office will be required to re-prorate the amount of Title IV aid (Pell Grant) the student qualifies for. If it is determined that an overpayment has occurred, the student will be responsible for repaying the funds to the school. The student will be notified of any overpayment due.

Official Withdrawal Process

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

Unofficial Withdrawal Process

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

Withdraw before 60%

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

The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

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

Earned Aid at 60%

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

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

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

Post-Withdrawal Conditions Where a Student May be Eligible for Title IV Disbursement after Withdrawal.

If a student did not receive all of the funds that he/she has earned, he/she may be due a post-withdraw disbursement. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

Great Plains Technology Center will issue a grant overpayment notice to a student within 30 days from the date of the school's determination that student withdrew, giving the student 45 days to either:

- a) Repay the overpayment in full to Great Plains Technology Center OR;
- b) Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Great Plains Technology Center is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional cost to the separate funds in the order of Pell Grant and then student.

Student can request a sample of the Institutional Return to Title IV Calculation work sheet from the Financial Aid Office.

- Federal Pell Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Opportunity Grants
- Other FSA Programs
- Other federal, state, private or institutional sources of aid

Great Plains Technology Center will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the student's last date of attendance and/or withdrawal.

Institutional Responsibilities

Great Plains Technology Center's responsibilities in regard to Title IV funds follow: a) Providing students information within this policy; b) Identifying students who are affected by this policy and completing the return of the Title IV funds calculations for those students; c) Returning any Title IV funds due the Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. A student must make arrangements with Great Plains Technology Center or the Department of Education to return the amount of unearned grant funds.

Student Responsibilities in Regard to Return of Title IV Funds

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

Refund vs. Return to Title IV

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

Return to Title IV Questions?

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

48.0 Tuition Payment & Out of District Fee

Tuition and/or documentation from your funding agency is due by the **first day of class** each semester. If the student withdraws before or on the first day of class, no tuition and fees are due. If the student withdraws before the beginning of the 6th school day from the class start date, 100% of the tuition will be refunded. If the student withdraws after the 5th scheduled school day, 100% of the tuition and fees are due. Students residing in the Great Plains Technology Center district will be given preference over out-of-district applicants. Students residing in the districts outside of the Reciprocity Agreement will be considered out-of-district and will be charged an additional \$1,000.00 for out-of-district fee. Students residing in Cheyenne, Hollis, Mangum, Middleburg, Rush Springs and Terral will be charged the \$1,000.00 out-of-district fee because their school districts are not members of any Technology Center district.

49.0 Constitution Day

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

50.0 Career Tech Student Organizations

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

Great Plains Technology Center offers the opportunity for every student to participate in one of five (5) student organizations. These organizations are considered an integral part of each program offered at Great Plains Technology Center and are sponsored by the instructors. Each Program is part of a division within education, and each division sponsors a student organization. The five (5) organizations, along with their respective divisions, represented at Great Plains Technology Center (Comanche County Campus) are as follows: Business Professionals of America (**BPA**), Business

Education Division; Health Occupations Students of America (**HOSA**), Health Service Careers; **SkillsUSA**, Trade and Industrial Education Division; Technology Students of America (**TSA**), STEM Division; Family, Career and Community Leaders of America (**FCCLA**), Family Consumer Sciences Education Division, and Educators Rising, Guidance Division. Great Plains Technology Center (Tillman/Kiowa County Campus) offers: **BPA, SkillsUSA, & HOSA** only.

51.0 Chapter Unit

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

The major functions of the chapter units are as follows:

- A. Conduct business relating to their class activities;
- B. Participate in fund-raising activities;
- C. Support all school chapter activities.

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

52.0 Student Organization Policies and Regulations

52.1 Fund Raising

Any of the individual and chapter's students will be permitted to have approved fund-raising activities to include crowd funding. Each activity must be cleared with the administration. There will be no fund-raising activities in partner high schools.

52.2 Activity Trips

All trips or activities, regardless of location, must be scheduled through the Executive Director of Instructional Development. Student's attending activities (whether away from school or on school property) will be subject to the provisions of the student code. Students must be deemed eligible by their home school before attending any Great Plains Technology Center sponsored activity, which involves being absent from their home school classes.

52.3 Activity Trips Fees

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

53.0 Use of Security Camera Policy

53.1 Student and parent understand that they can obtain a copy of the Security Camera Policy at the Great Plains Technology Center's website. Student and parent also understand that they can access a full copy of all the technology center's policies, including this security camera policy, through the Great Plains Technology Center's website.

53.2 Camera use will be limited to situations that do not violate the reasonable expectations of privacy in public places or common areas, including but not limited to:

1. Classrooms
2. Offices
3. Hallways
4. Parking lots
5. Dining areas, and
6. Technology Center owned or leased transportation.

Cluster → Program	Tuition	Additional Fees	Total Cost	Hours	Length	Start Dates
ARCHITECTURE & CONSTRUCTION						
Carpentry Level I	\$ 2,880.00	\$ 245.00	\$ 3,125.00	960	9 mo.	Jan & Aug
**Construction Trades	\$ 1,440.00	\$ 405.00	\$ 1,845.00	480	9 mo.	August
Electrical Level I	\$ 3,000.00	\$ 930.00	\$ 3,930.00	1000	9 mo.	Jan & Aug
Residential HVAC Technician	\$ 3,000.00	\$ 232.00	\$ 3,232.00	1000	9 mo.	Jan & Aug
ARTS, A/V TECHNOLOGY & COMMUNICATIONS						
Graphic Design and Photography	\$ 2,880.00	\$ 280.00	\$ 3,160.00	960	9 mo.	Jan & Aug
HOSPITALITY & TOURISM						
Culinary Hospitality Assistant	\$ 2,880.00	\$ 260.00	\$ 3,060.00	960	9 mo.	Jan & Aug
Culinary Coordinator	\$ 2,880.00	\$ 260.00	\$ 3,060.00	960	9 mo.	Jan & Aug
HUMAN SERVICES						
**Cosmetology (High School Only)	\$ -	\$ 102.00	\$ 102.00	1000	18 mo.	August
Cosmetology (Master Instructor)	\$ 3,000.00	\$ 449.35	\$ 3,449.35	1000	12mo	Aug & Jan
INFORMATION TECHNOLOGY						
3D Animator	\$ 2,880.00	\$ 120.00	\$ 3,000.00	960	9 mo.	Jan & Aug
Cybersecurity Analyst	\$ 2,880.00	\$ 685.00	\$ 3,565.00	960	9 mo.	Jan & Aug
Information Technology Services	\$ 2,880.00	\$ 1,130.00	\$ 4010.00	960	9 mo.	August
Python Programming	\$ 1,440.00	\$ 464.00	\$ 1,904.00	480	9 mo.	Jan & Aug
Video Producer	\$ 2,880.00	\$ 310.00	\$ 3,190.00	960	9 mo.	August
LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY						
Firefighter / EMT Academy	\$ 2,115.00	\$ 1,861.50	\$ 3,976.50	705	6 mo.	Jan & Aug
**Criminal Justice Officer	\$ 1,440.00	\$ 445.00	\$ 1,885.00	480	9 mo.	August
MANUFACTURING						
Combination Welder	\$ 2,880.00	\$ 978.00	\$ 3,858.00	960	9 mo.	Jan & Aug
**Industrial Automation	\$ 1,440.00	\$ 160.00	\$ 1,600.00	480	9 mo.	August
SCIENCE, TECHNOLOGY, ENGINEERING & MATH						
**Aviation Maintenance	\$ 1,440.00	\$ 160.00	\$ 1,600.00	480	9 mo.	August
**PLTW Biomedical Science and Medicine (High School Only)	\$ -	\$ 100.00	\$ 100.00	480	9 mo.	August
**PLTW Pre-Engineering (High School Only)	\$ -	\$ 185.00	\$ 185.00	480	9 mo.	August
TRANSPORTATION, DISTRIBUTION & LOGISTICS						
Combination Collision Repair Technician	\$ 2,880.00	\$ 430.00	\$ 3,310.00	960	9 mo.	Jan & Aug
Automotive Service Technician (ASE Compliant)	\$ 2,880.00	\$ 314.00	\$ 3,194.00	960	9 mo.	Jan & Aug

Board Approved 3/04/2025

MEDICAL - COST SHEET 2025-26

Cluster → Program	Tuition	*Additional Fees	Total Cost	Hours	Length	Start Dates
HEALTH SCIENCES						
**Medical Office and Clinical Services	\$ 1,440.00	\$ 869.45	\$ 2,309.45	480	9 mo.	August
**Nursing Services (High School Only)	\$ -	\$ 329.00	\$ 329.00	480	9 mo.	August
*Paramedic	\$ 3,390.00	\$ 1,787.00	\$ 5,177.00	1130	12 mo.	January
*Practical Nurse LAWTON 12 Month	\$ 3,654.15	\$ 2,330.39	\$ 5,984.54	1433	12 mo.	August
*Practical Nurse LAWTON 18 Month	\$ 3,654.15	\$ 2,365.39	\$ 6,019.54	1433	18 mo.	Feb & Aug
Surgical Technologist	\$ 3,600.00	\$ 1,940.95	\$ 5,540.95	1200	9 mo.	August

***Requires Prerequisite ♦ ** Not Pell Eligible**

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

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN A PROGRAM

FUNDING AGENCIES: Please contact GPTC before issuing payment for a student's tuition and fees.

Indirect Cost of Attendance: \$18,500

Cost based on Consumer Price Index as of December 2023. The standard allowance breaks down the expense categories as follows:
Food 19%, Transportation 13%, Commodities 21%, Housing 41%, and Miscellaneous 6%.

ARE YOU LOOKING FOR A NEW

Career?

YOUR FIRST STEP IS TO CALL

Great Plains Tech Center

TO MAKE AN APPOINTMENT!

GPTC Student Services ➤ 580-250-5535

Cluster → Pathway → Career Major	Tuition	Additional Fees	Total Cost	Hours	Length	Start Dates
ARCHITECTURE & CONSTRUCTION			Construction			
Construction Technology Level I – R. Tartsah	\$ 2,880.00	\$ 472.00	\$ 3,352.00	960	9 mo.	August
HEALTH SCIENCES			Therapeutic Services			
*Practical Nurse Day Flex - L. Foster	\$ 4,299.00	\$ 2,295.39	\$ 6,594.39	1433	12 mo.	Feb & Aug
**Diagnostic Aide & Nursing Assistant - T. Billy (High School Only)	\$ -	\$ 271.00	\$ 271.00	480	9 mo.	August
HUMAN SERVICES			Personal Care Services			
Cosmetology - L. Woody	\$ 4,500.00	\$ 989.00	\$ 5,489.00	1500	12mo/3sem	Aug & Jan
Cosmetology High School – L. Woody	\$ -	\$ 97.00	\$ 97.00	1000	9mo	August
Cosmetology Master Instructor - L. Woody	\$ 3,000.00	\$ 452.00	\$ 3,452.00	1000	9mo	Aug & Jan
INFORMATION TECHNOLOGY			Web & Digital Communications			
Multimedia Assistant - M. Fritts	\$ 2,880.00	\$ 284.00	\$ 3,164.00	960	9 mos.	August
MANUFACTURING			Welding & Metal Fabrication			
Combination Welder - B. Stone	\$ 2,880.00	\$ 935.00	\$ 3,815.00	960	9 mos.	August

*Requires Prerequisite ♦ ** Not Pell Eligible

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

TUITION AND FEES WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN A PROGRAM
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ARE YOU LOOKING FOR A NEW

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GPTC Student Services >>> **580-250-5535**

2025-2026 ANNUAL NOTICE

Required Disclosures of Student and Employee Consumer Information

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

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

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information*
What: Institutional Information (668.43) Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Requirements for return of Title IV, HEA grant or loan aid • Information regarding the programs, institutional facilities and faculty • Entities that accredit, license, or approve the school and its programs and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them 	<ul style="list-style-type: none"> • Student Handbook • Tech – Tab Booklet • U.S. Dept of Ed's College Opportunities website: http://nces.ed.gov/IPEDS Click on IPEDS COOL Search for Great Plains Technology Center • Application Information Booklets
What: Financial Assistance Information (668.42) Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements 	<ul style="list-style-type: none"> • Student Handbook • Tech – Tab Booklet • Application Information Booklets • Studentaid.edu.gov • http://www.greatplains.edu
What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99 Upon Request To: Enrolled Student Parents of Enrolled Students under the age of 18	<ul style="list-style-type: none"> • Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to consent to disclosure of personally identifiable information contained in student's education records • Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent 	<ul style="list-style-type: none"> • Student Handbook https://www.greatplains.edu/student-resources/forms-handbooks-transcripts • Great Plains Technology Center Policy and Procedures Manual
What: Completion/Graduation Rate and Transfer-Out Rate (668.45) When: Annually by July 1 Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students. 	<ul style="list-style-type: none"> • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS • Great Plains Technology Center website at www.greatplains.edu
What: Campus Security Report (668.46) When: Annually by Oct. 1 Upon Request To: Enrolled Students Current Employees Prospective Students Prospective Employees	<ul style="list-style-type: none"> • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations • Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses. 	<ul style="list-style-type: none"> • Student Handbook https://www.greatplains.edu/student-resources/forms-handbooks-transcripts • U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center. • Great Plains Technology Center website at www.greatplains.edu/ • Great Plains Technology Center Intranet

Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	<ul style="list-style-type: none"> U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center
Student Body Diversity	<ul style="list-style-type: none"> U.S. Dept of Ed's College Navigator website: http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&s=all&id=364548#enrolmt. Search for Great Plains Technology Center
Net Price Calculator	<ul style="list-style-type: none"> http://www.greatplains.edu/student-resources/
Text Book Information/information for College Bookstores	<ul style="list-style-type: none"> Non-Medical and Medical Application Information Booklets www.greatplains.edu Great Plains Technology Center Courses of Study. http://www.greatplains.edu/adults/lawton-career-majors/.
Transfer of Credit/Articulation Agreements	TechTab https://www.greatplains.edu/short-term-classes/courses
Vaccination Policy	<ul style="list-style-type: none"> Medical Application Information Booklets
National Student Loan Data System (NSLDS)	<ul style="list-style-type: none"> http://www.nslsids.ed.gov/nslsids_SA/
Voter Registration	<ul style="list-style-type: none"> Applications are located in Building 100 or online at http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/ Applications are given to students at Orientation
Drug and Alcohol Prevention Information	<ul style="list-style-type: none"> Great Plains Technology Center Policy and Procedures Manual Student Handbook
Copyright Infringement	<ul style="list-style-type: none"> Great Plains Technology Center Policy and Procedures Manual Student Handbook
Penalties for Drug Law Violations	<ul style="list-style-type: none"> Great Plains Technology Center Policy and Procedures Manual Student Handbook
Internet Use Policy	<ul style="list-style-type: none"> Great Plains Technology Center Policy and Procedures Manual Student Handbook
Absence Policy	<ul style="list-style-type: none"> Student Handbook
Gainful Employment Disclosures	<ul style="list-style-type: none"> Great Plains Technology Center's website at http://www.greatplains.edu/adult/career-majors-approved-for-federal-financial-aid/
GED Prep Course	<ul style="list-style-type: none"> Contact Great Plains Technology Center 580-355-6371

NOTICE OF NONDISCRIMINATION

Non-Discrimination. Great Plains Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age or any other characteristics protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator, Valerie Anderson, vanderson@greatplains.edu; 504 Coordinator, Kristy Barnett, kbarnett@greatplains.edu, (580) 355-6371, 4500 SW Lee Blvd., Lawton, OK 73505.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated coordinator at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK.

Title IX Coordinator

Lawton campus—Valerie Anderson at 580.355.6371

Frederick campus—Contact Valerie Anderson

No Discriminación. Great Plains Technology Center no discrimina por motivos de sexo, raza, color, origen nacional, discapacidad, edad o cualquier otra característica protegida por la ley y prohíbe la discriminación sexual en cualquier programa o actividad educativa que lleve a cabo, tal como lo exige el Título IX. Valerie Anderson, vanderson@greatplains.edu; Coordinadora 504, Kristy Barnett, kbarnett@greatplains.edu, (580) 355-6371, 4500 SW Lee Blvd., Lawton, OK 73505.

Las preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden enviarse al coordinador designado en Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK.

Title IX Coordinator

Lawton campus—Valerie Anderson at 580.355.6371

Frederick Campus - Contact Valerie Anderson



4500 SW Lee Blvd. • Lawton, OK 73505 • 580.355.6371 ••••• 2001 E. Gladstone • Frederick, OK 73542 • 580.335.5525

Revised by the Financial Aid Coordinator 6-12-2025