



STUDENT HANDBOOK 2014 -2015

**Northwest Tech.....preparing for success in
education, careers, and life**

2014-15
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NORTHWEST TECHNOLOGY CENTER 2014-15 STUDENT INFORMATION

INTRODUCTION

KNOWING AND ABIDING BY HANDBOOK POLICIES

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

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

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

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

STUDENT POLICY

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

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

PHILOSOPHY AND GOALS

Northwest Technology Center exists for the purpose of serving the populations in the member school districts of Aline-Cleo, Alva, Canton, Cherokee, Fairview, Freedom, Ringwood, and Waynoka with quality career and technical training.

- We believe in the cooperative effort of the technology center, the comprehensive high school, and higher education toward a total educational effort in serving these main groups: secondary students, post-secondary students, and business and industry.
- We believe in the development of the whole person and the organization of a career pathway to fully develop those characteristics.
- We believe in developing a partnership between the Technology Center and Business and Industry; this partnership serves a vital role in providing an educational plan that gives the student an opportunity to pursue a life style of his or her own choice within his/her abilities and resources.

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

- To provide an individualized delivery system that will enable students to acquire the skills, knowledge, and attitudes necessary for successful employment.
- To provide the adult community with life-long educational opportunities that will prepare them for entry or re-entry into the work force, for occupational change or advancement, or for personal enrichment.

- To provide a partnership atmosphere among Northwest Technology Center, the comprehensive high schools, and other societal agencies.

INSTITUTIONAL INFORMATION

ACCREDITATION

Northwest Technology Center is recognized by the following agencies:

- Oklahoma State Department of Education, Accreditation Section
- Oklahoma Board of Career and Technology Education
- State of Oklahoma, State Accrediting Agency
- Oklahoma Board of Nursing
- Automotive Service Excellence Certification (ASE)

Copies of these letters of accreditation may be requested from the Assistant Superintendent's office on each campus.

NON-DISCRIMINATION STATEMENT

It is the policy of Northwest Technology Center to provide equal opportunities without regard to race, color, national origin, sex/gender, age, qualified handicap, marital or veteran status, religion, or the presence of non-job related medical conditions or disabilities in the operation of its educational services, recruitment, admissions, financial aid or employment practices.

The successful achievement of the non-discrimination policy shall be the function and responsibility of the Board of Education, the Administration, and all employees of the District. Inquiries concerning application of this policy may be referred to

Compliance Coordinator/Grievance Manager
Northwest Technology Center
1801 Eleventh Street
Alva, Oklahoma 73717
580-327-0344

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

STUDENT SERVICES

Guidance and Counseling

The Northwest Technology Center counselor is available to assist individuals with career and technical aptitudes and interests. Counselors also can assist with personal development, decision making, academic problems, and personal adjustment problems. Students are encouraged to use the counseling services available. NWTC counselors are available at both campuses year-round to offer help with planning your career pathway. All information disclosed to counselors is confidential, with the exception of immediate threat of serious or foreseeable harm to self or identified others, suspicion of child abuse or neglect, or court-ordered disclosure.

Students with Disabilities

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

Assessment

In an effort to ensure our students are in the right program, we require all adult students and home school students to participate in a testing program which measures interests, abilities, and work values. These tests will be administered prior to student enrollment. High school students

are required to provide a copy of their ACT PLAN assessment. If they have not taken the PLAN test, then they will be given a career assessment at NWTC at the beginning of their enrollment.

Career Center

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

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

General School Issues

Central Office Secretaries and Counselors at the Alva and Fairview campuses are the employees responsible for disbursing general institutional and consumer information about Northwest Technology Center (also referred to in this handbook as NWTC). They are available during regular work hours 8:00 a.m. to 4:00 pm. or by appointment and may be reached at the Alva Campus at 580-327-0344 and at the Fairview Campus at 580-327-3708.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

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

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

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Assistant Superintendent. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request. For more detailed information please see the Student Consumer Information Handbook. Copies can be obtained in the Central Office, Financial Aid Office, Counselor's Office or at www.nwtech.edu/policies.htm.

EDUCATIONAL RECORDS

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

Grades are issued on the basis of:

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

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

TUITION/FEES SCHEDULE

The following tuition schedule is in effect for 2014-2015. This schedule applies to all majors **EXCEPT PRACTICAL NURSING** at NWTC, for both the Alva and Fairview campuses.

Tuition	In District Adult	\$1.50 per hour
	Out of District Adult	\$3.00 per hour
	In District High School	No Tuition Charged
	Out of District High School	\$8,815 per semester

Adult Fees Material Use Fee \$0.50 per hour per major*

*Unless Advanced Standing Credit is granted. Please see the 'Prior Credit/Advanced Standing Credit for Adult Students' section of this handbook for more information.

Textbooks Northwest Technology Center has determined the disclosure of information for textbooks is not practical. This information is, "to be determined."

TUITION/FEES FOR THE PRACTICAL NURSING PROGRAM

Tuition/Fees	In District Adult	\$5,960.00
	Out of District Adult	\$8,223.00

The costs listed above include tuition and fees paid to NWTC for Practical Nursing. The tuition for the Practical Nursing Program is divided into three tuition payment periods. Fees paid by students directly to private vendors for background checks, drug screening, insurance and testing are **\$355.00**.

Practical Nursing **fees** may vary for each student depending on what the student may already have available to them. Students will not be required to buy items/supplies already available to them if the items/supplies are deemed sufficient for use in the program and are approved as such by the Practical Nursing Director/Instructor. Differences in fees will be approved by the Practical Nursing Director/Instructor will be documented for each student. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the central offices in Alva or Fairview, contact the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

PAYMENT DUE FOR ALL MAJORS

Payment for a major is expected by the tenth day of enrollment in that major unless prior arrangements have been made or the student is eligible to receive financial aid to cover costs incurred by the student. Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on warning in the current payment period. Students may receive financial aid assistance during their warning period; however, if they do not meet satisfactory progress requirements during their warning period, they will be placed on suspension and will not be eligible for financial aid. Students on suspension must pay tuition and materials fees for the remainder of their major by the 10th day of their suspended pay period. Students who do not make payments in accordance with district policies will be withdrawn from their major. Students may appeal their financial aid suspension. For appeal process, please see <http://www.nwtech.edu/information.htm> or see the financial aid director.

ADULT MATERIALS USE FEE

Adult Materials Use Fee must be paid along with tuition before a student begins his major. Fees for the entire major are collected by the 10th day of enrollment in a major. Adult fees are non-refundable. Students applying for financial assistance will be able to defer payment until a determination of eligibility is made. If prior or advanced standing credit is granted to an adult student for previous educational or training experiences, such credit will be documented in the student's file and the student will not be charged tuition or fees for the advanced standing credit hours. For further information see the 'Prior Credit/Advanced Standing Credit for Adult Students' section of this handbook.

EXCEPTION: Practical Nursing fees are built into the program's tuition trimesters and may vary by student. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the central offices in Alva or Fairview, contact the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

COOPERATIVE CLIENT SERVICES RESOLUTION

The Boards of Education of the following Technology Centers

- Northwest Technology Center (Alva & Fairview)
- Autry Technology Center (Enid)
- High Plains Technology Center (Woodward)
- Pioneer technology Center (Ponca City)
- Chisholm Trail Technology Center (Omega)

have agreed that no out-of-district tuition for full time/part-time adult career programs will be charged for any resident within the district boundaries of the four technology centers. First enrollment preference will be reserved for each school's in-district residents. The amount of tuition/fees charged to the student will be the individual school's in-district rate.

NET PRICE CALCULATOR

The Net Price Calculator estimates the individual net price for attending an educational institution. NWTC has a Net Price Calculator available on our website at <http://www.nwtech.edu/finaid.htm>.

NEXT STEP TUITION WAIVER

Students who live in-district, have a high school diploma, GED or a home school equivalency and are under the age of 24 at the **start date** of classes are eligible to attend NWTC tuition free. **Fees applicable to the major must be paid by the student.** There is **NO DOLLAR AMOUNT** tied to this waiver. A waiver recipient who turns 24 during the academic year will be able to finish the remainder of that academic year tuition-free. For all continuing and subsequent career programs after the student has turned 24, the student will be required to pay tuition. Students who receive a Tuition Waiver will still be eligible to apply for financial aid.

STUDENTS IN THE PRACTICAL NURSING PROGRAM ARE NOT ELIGIBLE FOR THIS WAIVER.

OKLAHOMA HB 3350 CAREER TECHNOLOGY TUITION WAIVER

HB 3350 waives tuition at career techs for children of peace officers, fire fighters, military personnel, and Oklahoma EMT's who died in the line of duty and children of members of Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. The law states "Such waiver of resident tuition and nonresident tuition shall be limited to a period of five (5) years."

COLLEGE COOPERATIVE ALLIANCE AGREEMENTS

NWTC has a number of cooperative alliance agreements with colleges both in Oklahoma and surrounding states. The cooperative alliance agreement states that upon students enrolled in specific majors may obtain college credits toward an associate degree. Contact your instructor or NWTC's counselor to find out which majors qualify, which colleges give credit, how much credit can be obtained, and how to apply.

REPORT OF STUDENT PROGRESS

All students, parents/guardians of high school students, and sending high school officials will be notified of students' academic progress at the end of each grading period. Typically the grading period is each 9 weeks, however, this could vary according to a student's career major.

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

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

For students on financial aid, satisfactory progress is monitored upon completion of each pay period using progress reports obtained from the student's instructor. For example, a full time student enrolled in a 600 hour major will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in the major. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences.

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

TOBACCO FREE CAMPUS

Northwest Technology Center prohibits the use of all tobacco products, including e-cigarettes, and nicotine vapor products in or upon school property, 24 hours a day, seven days a week. In addition to prohibiting the use of tobacco products, secondary students are prohibited from possession of tobacco products on school property or on school-sponsored activities. Secondary students found carrying any form of tobacco will be subject to disciplinary action and

the tobacco product will be confiscated. **Tobacco Products** include tobacco, simulated tobacco, cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, nicotine vapor products, and paraphernalia to use tobacco products. **School Property** is defined as all property owned, leased, rented or otherwise used by Northwest Technology Center including buildings, school grounds, parking lots, and vehicles. **Use** is defined as lighting, chewing, inhaling, or smoking any tobacco product as defined in this policy. This policy shall apply to all employees, students, contracted labor, volunteers, visitors, and vendors without exception. Appropriate signage is displayed as notice to the public that Northwest Technology Center is a Tobacco Free Campus 24/7.

ASBESTOS STATEMENT

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

VOTER REGISTRATION

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

CONSTITUTION DAY

NWTC observes Constitution Day in accordance with the guidance provided by the Department of Education. NWTC will have a program to be determined on an annual basis.

DISTRIBUTION OF PRINTED MATERIALS

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

PROGRAMS/MAJORS

CAREER PROGRAMS/MAJORS OFFERED

Northwest Technology Center is accredited to offer the following career programs/majors. All of the career programs are offered in both the morning and afternoon. Majors vary in length of hours; therefore, completion of a major will depend on the student's start date and enrollment status as full or half-time.

MAJORS OFFERED – ALVA CAMPUS

Automotive Technology

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

Automotive Collision

- Combination Collision Repair Technician
- Non-Structural Repair Technician
- Refinishing Technician

Bio-Medical Sciences

- Bio-Medical Sciences and Medicine

Business & Information Technology

- Administrative Assistant
- Legal Office Assistant
- Medical Office Assistant

Office Information Specialist
Financial Clerk
Accounts Payable/Receivable Clerk
Full Charge Bookkeeper

Construction

Plumber Assistant
Plumber's Assistant Entry Level Major
Electrical Assistant Entry Level
Electrician's Assistant

Digital Design

Graphic Design Specialist
Desktop Publisher/Graphic Designer

Health Careers Certification

Nursing Assistant
EMR Emergency Medical Responder
EMT Specialist – Basic
Physical Therapy Aide
Student Athletic Training Aide

LEGAL REQUIREMENTS FOR HEALTH CARE MAJORS:

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

Practical Nursing

Practical Nursing Major

MAJORS OFFERED – FAIRVIEW CAMPUS

Automotive Technology

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

Business & Information Technology

Administrative Assistant
Accounts Payable/Receivable Clerk
Office Information Specialist
Full Charge Bookkeeper
Financial Clerk

Bio-Medical Sciences

Bio-Medical Sciences and Medicine

Culinary

Culinary Arts Assistant
Culinary Assistant Entry Level

Digital Design

Graphic Design Specialist
Desktop Publisher/Graphic Designer
Interactive Media Specialist

Health Careers Certification

Advanced Acute Care Nursing Assistant
Feeding Assistant
Nursing Assistant
Restorative Aide

LEGAL REQUIREMENTS FOR HEALTH CARE MAJORS:

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

Welding Technology

Combination Welder
Entry Level Welder
Cutting Processes Technician
FCAW Structural Welder – (Flux Core Arc Welding)

CHANGE OF MAJOR

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

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

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

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

WORK SITE LEARNING

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

CERTIFICATE OPTIONS IN PROGRAM/MAJORS

Adult classes run from August to May. The Technology Center will issue a certificate to each student who meets all requirements and successfully completes the major with the **exception**

of the practical nursing program which is a twelve month program that leads to a diploma in Practical Nursing. Practical Nursing students also have the opportunity to complete the NCLEX-PN. **Students will not be allowed to receive financial aid for any major above the hours that have been approved by the U. S. Dept. of Education for that major.**

ENROLLMENT/WITHDRAWAL

STUDENT ENROLLMENT

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

Secondary Day Enrollment

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

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

Secondary students residing in the Northwest Technology Center District attend free of charge. Other secondary students will be accepted for \$8,815 tuition per semester.

Adult Day Enrollment

- Adult students may enroll who satisfy the following requirements:
- Must be at least 16 years of age
- Complete assessment by the Technology Center (testing, interpretation of results, career counseling, and placement in major).

Students who wish to receive financial aid must have a high school diploma, GED, or home school equivalency. Students who do not have this documentation may enroll as a Provisional Student while pursuing the G.E.D. and their enrollment status will be considered only as availability in the major exists.

G.E.D.

If an enrolled student does not have a high school diploma or equivalent, the student is encouraged to enroll in G.E.D. preparation classes which are offered on the NWTC Fairview campus. The G.E.D. is a computer based test. Testing centers located near our area are in Enid, Woodward, and Weatherford. Students can register by going to <https://ged.com>. Test availability differs by test center.

ADMISSIONS CRITERIA FOR PRACTICAL NURSING PROGRAM

Applicants for the Practical Nursing Program must have a high school diploma or equivalent. Admissions packets are available upon request in the central offices and either the Alva or Fairview campuses. After completing their admissions packet, prospective students should schedule the following through the central office.

- pre-entrance testing
- a meeting with the financial aid office

One Practical Nursing class will be admitted annually. Practical Nursing is a full-time 12 month, 52 week program consisting of 1463 clock hours. The program has scheduled breaks and holidays. Applicants who have a completed application and have satisfactory test results on file will be considered for the program. Meeting the requirements does not guarantee admission.

Applicants selected by the admission committee are notified in writing of acceptance into the program. Final acceptance into the program requires:

- a physical examination (including the required immunizations)
- payment of \$80 to private vendor (not NWTC) for the OSBI background check includes sex offender and violent offender status, alcohol/drug screening, and liability insurance.

Evening Enrollment

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

Business & Industry Enrollment

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

ENROLLMENT PRIORITIES

1. Any student (adult or secondary) who attended the previous school year and desires to return and complete the same program.
2. Adults may enroll in any class where space is available on a first-come, first served basis, with priority given to in-district high school students to be filled in the following order:
 - a. Secondary Students desiring first year majors
 - b. 12th Grade Students
 - c. 11th Grade Students
 - d. Other Secondary Students with special needs - at discretion of administrator
 - e. Adult Students desiring first year majors
3. Remaining slots will be filled with Secondary and Adult Students residing out-of-district.
4. Slots remaining after the above priority list is utilized will be filled on a first come, first served basis. Waiting lists will be compiled in the order that the applications are received.

STUDENT WITHDRAWAL

A student wanting to withdraw from school must fill out a Withdrawal Form and submit to the Northwest Tech counselor and attendance officer/central office secretary. Adult students on financial aid must visit with the Financial Aid Officer. Secondary student withdrawals will be coordinated with the home high school principal and/or counselor. The official withdrawal date is the last day of attendance or the date the student has the Withdrawal Form signed by the administration.

GENERAL STUDENT INFORMATION

ATTENDANCE REQUIREMENTS

Students attending Northwest Technology Center (NWTC) must attend a minimum of ninety percent (90%) of the class sessions each semester and/or payment period for successful program completion. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Students who do not maintain this minimum requirement for any reason other than school activities or extenuating circumstances (such as doctor's statement, hospitalization, or death in the family), may be dismissed and/or denied a passing grade in the program. Absences due to approved school activities, extended illness, or for other reasons deemed unavoidable by the NWTC Administrator will not be charged against the minimum attendance requirement.

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

Secondary Students: It is the responsibility of the parent or guardian to report a secondary student's absence on the day of the absence by calling NWTC. If NWTC does not receive notification from the parent or the home school, then an attempt will be made to contact the parent. Students will not be allowed to return to school unless notification by phone (or written excuse) has occurred. Attendance reports for secondary students will be phoned and/or e-mailed daily to the home school.

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

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

ATTENDANCE POLICY FOR PRACTICAL NURSING

The **School of Practical Nursing has a separate attendance policy** which is stricter than NWTC's Satisfactory Academic Progress attendance requirement. Please see Practical Nursing information in the Practical Nursing Handbook which can be obtained at the central office in Alva or Fairview, contract the Practical Nursing Director, Diane Duffy at 580-327-0344 or view the information online at www.nwtech.edu.

DOCUMENTATION OF ABSENCES

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

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

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

CHECKING IN/OUT OF THE ADMINISTRATIVE OFFICE

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

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

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

TARDY POLICY

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

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

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

ATTENDANCE COMMITTEE

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

- Instructor
- Counselor
- Assistant Superintendent
- Financial Aid Officer

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

ATTENDANCE FOR STUDENTS ON FINANCIAL AID

Please see **Adult Student Information** section of this handbook.

STUDENT ORGANIZATIONS

Career tech organizations, sponsored by the instructor of each class, are provided to promote activities for citizenship and leadership development. The student activities conducted during the year are an integral part of the curriculum. The organizations are Skills U.S.A. for Automotive Service, Automotive Collision Repair, Welding & Metal Fabrication, Natural Resources and Restaurant & Food Beverage Services pathways; HOSA for the Therapeutic pathway; and BPA for the Administrative & Information Support and Interactive Media pathways. Monthly meetings and/or programs will be held during the school day. Students will be given opportunities to participate in skill contests with students from other technology centers.

TRANSPORTATION

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

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

The following regulations must be observed by student drivers.

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

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

VISITORS

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

DRESS CODE

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

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

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

A list of students participating in a trip will be prepared two (2) weeks in advance by the instructor and made available to the technology center. The home high school principal will be notified of the secondary student's participation in a field trip. Transportation for all trips will be provided or approved by the administration. Departure time, return time, and a written trip agenda will be supplied by the instructor to the administration and students. Only students in good standing with the Northwest Technology Center and home high schools will participate in trips. Advance arrangements for make-up work by secondary students must be completed with the home high school prior to field trips.

TELEPHONE USE

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

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

Cell phones: Cell phones are not to be used in class or at a worksite learning activity.

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

USE OF COMPUTER/INTERNET

Use of computer/internet is intended for education, training, research, administration, and planning purposes. All persons using computer/internet resources at Northwest Technology Center must read, agree, and sign a computer use "Agreement Form."

BREAKS

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

Students shall conduct themselves in a manner which is not disruptive. **Food and drinks are not allowed in the classroom or shop area**, unless authorized by administration. Students are not allowed to leave the building during break without instructor permission.

CANCELLATION OF CLASSES/EMERGENCIES

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

FIRE AND TORNADO DRILLS

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

LOCKDOWN DRILLS

NWTC will conduct 2 lockdown drills per year. Instructors will go over the drill procedures with their students at the beginning of each enrollment period.

INTRUDER DRILLS

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of-place should immediately contact their instructor or the central office for assistance. NWTC will conduct 2 intruder drills per year on campus.

STUDENT HEALTH POLICIES

- The District does not carry medical insurance on students and assumes no legal liability if a student is injured at school or while participating in work-site learning activities. Each student/parent is responsible for providing their own medical insurance and for any associated costs of injuries or illnesses.
- Students should report all injuries and/or illnesses to the instructor; first aid kits are available in each instructional program. A first aid kit and an AED are located in the Administrative Office. Instructors and school staff will assist students who have medical issues and will coordinate communication to responsible parties. School staff will assist students if emergency medical services and/or physician services are needed.
- At enrollment, students are requested to disclose any special medical conditions including regular medications taken.

STUDENT GRIEVANCE PROCEDURE

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

Students may file a grievance if they feel they have been a victim of discrimination based on race, color, national origin, sex/gender, age, disability or veteran status. A grievance may also be filed due to an alleged action that is specifically prohibited by state or federal law, including prohibitions against discrimination, sexual harassment and the release of confidential information; also an alleged violation of equal employment opportunity requirements, laws which require the disclosure of certain information, and/or an alleged violation of any other consumer protection law applicable to Northwest Technology Center and recipients of state or federal funds. Alleged action is contained in the following federal laws:

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

Pre-filing Procedures:

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

Copies of the Grievance Policy in its entirety are will be provided upon request from an instructor, Student Services staff or the central office secretaries. Students may view the Grievance policy in more detail in the Consumer Information Handbook available in the central offices or online at www.nwtech.edu.

To file a grievance student should contact the compliance officers at either campus. Prior to the filing of a written complaint a student should contact his/her instructor. Employees should contact their immediate supervisor. Patrons should contact the Assistant Superintendent and seek to resolve the problem.

Daren Slater/Karen Koehn
Alva Campus
1801 Eleventh Street
Alva, OK 73717
(580) 327-0344

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

ADULT STUDENT INFORMATION

FINANCIAL ASSISTANCE

Financial Aid is available to students who qualify for Federal PELL Grants and Oklahoma Tuition Aid Grants. NWTC does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program. NWTC does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists. **For complete information on all aid offered at NWTC, the eligibility requirements, criteria for determining the amount of student's aid, application procedure, verification, award notification and method and frequency of distribution, please see the Financial Aid Policies and Procedures Handbook available in the Central Offices and Financial Aid Offices of both campuses, or visit our website at www.nwtech.edu/finaid.**

The primary purpose of Financial Aid at Northwest Technology Center is to provide assistance for financially disadvantaged adult students who, without such aid, would be unable to further their education. Assistance consists of grants and scholarships. The family of a student is expected to make a maximum effort to assist the student with educational expenses. Financial assistance from Northwest Technology Center is viewed only as a supplement to the efforts of the family. The total amount of financial assistance offered to a student by Northwest Technology Center and all other sources shall not exceed the amount of established need.

Person Designated to Disburse Title IV Financial Aid

The Financial Aid Director is responsible for administering financial aid information to students at NWTC. Financial Aid Offices are located on both campuses. The director is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. and may be reached at 580-327-0344 or 580-327-3708.

Application

Adult students are encouraged to apply for financial aid. Complete the "Free Application for Federal Student Aid" (FAFSA) in print or online at www.fafsa.gov. Identify NWTC as your school code choice on the FAFSA application. NWTC Federal Code for both the Alva and Fairview Campuses is 026000.

Eligibility

To receive financial aid the student must

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

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

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

A drug conviction for any drug offense during a period of enrollment for which the student was receiving Title IV, HEA program funds under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Verification

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed. If a student qualifies for federal or state aid, he or she must be prepared to provide the following information to the financial aid office for verification which may include, but is not limited to

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax transcripts)
- Non-filers must provide a signed statement, a Verification Worksheet certifying their non-filer status and listing all the sources and amounts of income earned from work; in lieu of such a statement, the person can provide W-2 forms for all the income
- Completed and appropriately signed Verification Worksheet
- Proof of child support paid
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members
- Number in College (NWTC is considered college for verification)

Award Year/Academic Year

Funding for Pell Grant programs is provided based on an award year. The award year begins on July 1st of one year and extends to June 30th of the next year. For Pell Grant payments to students, an academic year of 900 hours/26 weeks (with a payment period of 450 hours/13 weeks) is applicable to Career Majors/Programs that are 900 hours or greater. For Career Majors that are less than 900 hours, the payment period is one half of the total hours of the Career Major.

Disbursement of Pell Grants

Payment is disbursed by check from Northwest Technology Center. Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major and on whether the majority of the hours in a payment period fall within that award year. Students will be paid the first time based upon the fact that they are enrolled and in attendance in an approved program. Satisfactory academic progress will be monitored before further disbursements will be

made. Due to open entry/exit enrollment dates, the disbursement dates vary with each student. All financial aid funds will be disbursed through the Central Office on the dates listed on the student's signed Pell Award Form. Students will also be notified by the Central Office when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. **NOTE:** Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

Financial Aid Programs Available at Northwest Technology Center

Federal Pell Grants – federally funded entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Grants are based on family size, income, assets of the student and family, and on the actual number of clock hours attended by the student. An award to help undergraduates pay for their education after high school. Unlike loans, grants do not have to be paid.

Oklahoma Tuition Aid Grant (OTAG) – an award to help undergraduates pay for their education after high school. You must meet all of the general eligibility requirements listed for the Federal Pell Grant Program, must be an Oklahoma resident, attend an approved Oklahoma school and must demonstrate financial need as determined by the Oklahoma State Regents for Higher Education. For best consideration, the student must have filed a FAFSA by March 1st.

Oklahoma's Promise – a Oklahoma Scholarship for students that take a required list of academic classes in high school and meet a GPA of 2.5. Student eligibility is determined by the Oklahoma State Regents for Higher Education (OSRHE). Students will be required to file FAFSA for the award year of their first year of attending a post-secondary education institution which will provide the required second income verification. Eligibility is dependent upon enrollment in a program that is offered through a cooperative agreement, co-enrollment at the degree granting institution with which NWTC has an alliance agreement.

Veterans in Oklahoma - may be eligible for educational benefits under Chapters 30, 1606; 32, or 34 of Title 38 in the U.S. Code. Additionally, dependents of veterans are eligible for educational assistance under Chapter 35 of Title 38. Benefits information for each educational program, method and frequency of benefit, a list of approved training options, along with application procedures can be accessed at www.gibill.va.gov. Individuals who attend NWTC and expect to receive monthly educational stipends must present a court-certified copy of VA Form DD214. Both half and full-time benefits are available. Contact the Financial Aid Director or the Veteran's Administration at 1-888-GI-BILL-1 for more information

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

Workforce Investment Act (WIA)

The Workforce Investment act is a federal program which provides job search support and training to eligible persons. The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, facing employment barriers and/or qualify as a dislocated worker in need of training to obtain productive employment. Applicants must meet WIA economic, employment, and geographical guidelines which are determined by a WIA counselor. NWTC is on the approved list of training providers in the state of Oklahoma. Contact the Financial Aid Director or Workforce Oklahoma at 1-888-840-9675 for further information.

Department of Rehabilitative Services

This program assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination and counseling services. In some cases DRS pays tuition, fees, books and supply costs. Contact the Financial Aid Director or Vocational Rehabilitation Counselor at 580-327-1214 for further information.

Otha Grimes Foundation Scholarship - scholarships administered by the Oklahoma Foundation for Career and Technology Education to aid students in need. Applications are available on our website at www.nwtech.edu/finaid.htm. Contact the Financial Aid Director or Guidance Counselor for more information.

Bureau of Indian Affairs

Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Contact your Tribal Agency Educational Office for application information. Grants may provide tuition, supplies and living expenses. Contact the American Indian Education & Training Employment Center at 1-405-521-9047 for more information.

To apply for federal aid or to receive a copy of complete consumer information, students should contact the Financial Aid Director at 580-327-0344 or 580-227-3708.

PRIOR CREDIT/ADVANCED STANDING CREDIT FOR ADULT STUDENTS

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

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

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

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

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

POST MILITARY EDUCATION AND ADVANCED STANDING

The Board of Education at NWTC recognize that service members acquire knowledge and skills during military duty and has established procedures which permit veterans to attain advanced academic standing linked to military service or other education, training or experience. In accord with the *Post-Military Service Occupation, Education and Credentialing Act*, NWTC will award appropriate academic credit in its education programs consistent with the experience, education and training of military personnel. NWTC's award of advanced standing in accordance with the Act will supplement its existing procedures for advanced standing credit for career majors.

PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS SERVING SERVICE MEMBERS, VETERANS, SPOUSES, AND OTHER FAMILY MEMBERS (SHOPPING SHEET)

In carrying out the principles of Executive Order 13607, NWTC commits to voluntarily provide a Shopping Sheet to veterans and service members before they decide to attend school.

COURSE REPETITION

Students wanting to repeat a specific program/major must have permission of the instructor and Assistant Superintendent to do so. **A repeated class is NOT eligible for a federal financial aid award at NWTC.**

LEAVE OF ABSENCE POLICY FOR STUDENTS ON FINANCIAL AID

A student may request **one** leave of absence up to 10 days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Asst. Superintendent and the counselor.) The Leave of Absence form may be obtained in the counselor's office or in the office of the Asst. Superintendent. The Leave of Absence request must include the reason for the request and the number of days requested. The student will be informed by the counselor or the Asst. Superintendent if the leave has been approved. If approved, the Leave of Absence form will be filed in the student's financial aid file, and the student's financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. The NWTC Leave of Absence policy can also be found in the Student Consumer Information Guide at www.nwtech.edu/information or in hard copy in the counselor's office, the Asst. Superintendent's office, or the central office.

SATISFACTORY ACADEMIC PROGRESS (SAP) ATTENDANCE/GRADE/CURRICULUM COMPLETION

A student is expected to make progress toward satisfactory completion of his major in order to be eligible to continue. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school and may apply for reinstatement at the beginning of a new semester.

Students receiving Title IV financial aid will first be placed on a warning status if satisfactory progress is not maintained due to poor grades, less than 67% completion of curriculum in a pay period or lack of attendance; if satisfactory progress is not maintained during the warning period, the student will be placed on suspension and will lose aid eligibility. Students receiving Title IV financial aid should refer to the Financial Aid Policies and Procedures Handbook for further information on the Satisfactory Academic Progress policy or view online at www.nwtech.edu/finaid.

Satisfactory Academic Progress requirements for a student receiving financial aid will be cumulative and are as follows

- **Attendance** of 90% of the payment period in which the student is enrolled
- **Maintain C average**
- **Complete 67%** of the curriculum for each pay period

If SAP requirements are not met, veterans will experience an interruption from training from VA and will lose funding until reinstated by VA.

Students in Practical Nursing who do not meet SAP requirements may be removed from the program.

INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS

If a student drops or withdraws from a program/major at NWTC before completion, tuition refunds will apply as follows:

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

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

For all long term programs **except Practical Nursing**, fees are charged by billable hours in the major and are due at the beginning of the enrollment period and are **non-refundable**. **Return of Title IV/Repayment formulas will be used for all students receiving Pell Grants in all long term programs. Please see the Title IV Return of Funds section of the Student Consumer Information Handbook or the Financial Aid Policies and Procedures Handbook located in the Financial Aid Office or online at www.nwtech.edu/policies.htm for calculations and additional information.**

The student can expect a refund to be mailed to him/her within (20) working days if he/she has provided the school with a forwarding address. Should a student believe the individual circumstances warrant exceptions from this published policy the student may appeal in writing to the Assistant Superintendent. The appeal must be addressed to Northwest Technology Center, Assistant Superintendent, 801 Vo-Tech Drive, Fairview, OK 73737; Northwest Technology Center, Assistant Superintendent, 1801 Eleventh Street, Alva, OK 73717.

GAINFUL EMPLOYMENT DISCLOSURES

Northwest Technology Center has information about our graduation rates, the median debt of students who completed the program, program costs, placement rates, related occupations and other important information available on our website at <http://www.nwtech.edu/information.htm> under Gainful Employment Disclosures.

STUDENT POLICIES

DRUG-FREE SCHOOL AND WORKPLACE PROGRAM

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

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

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

The "Code of Conduct" for students attending Northwest Technology Center explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity. Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy. Northwest Technology Center hereby commits itself to a continuing good faith effort to maintain a drug-free school. Prevention activities may include, but are not limited to, drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitation and re-entry programs and in-depth discussion of the schools "Drug-Free Program".

Students will have access to a copy of the "Drug-Free School and Workplace" Handbook. Compliance is mandatory.

WEAPONS FREE SCHOOL POLICY

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

- Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.
- Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.
- Oklahoma statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:
 - "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."
- The only exception to this policy is that adult students, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on the technology center campus in a vehicle in the parking lot of the school campus, provided the handgun is carried or stored as required by law.

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

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

REFERENCE: 18 U.S.C.'92121 O.S.'1280.1

CRIME AND AWARENESS POLICY

2010 Disclosure Requirements of Crime Awareness and Campus Security Act of 1990 Senate Bill 580 (Clery Act) P.L. 101-542

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

report: a victim or witness needs to contact Daren Slater, Assistant Superintendent in Alva at (580) 327-0344 or Colt Shaw, Assistant Superintendent in Fairview at (580) 227-3708. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

In addition to being informed about Campus Security during orientation and with periodical updates, on October 1st of each year, Northwest Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. The report may be viewed below, on our website at <http://www.nwtech.edu/security.htm>, and also a complete copy of the report may be viewed at <http://ope.ed.gov/security>.

More information about campus security may be found in the Student Consumer Information Handbook in the Central Office, the Counselor's Office, the Financial Aid Office, and on the website at www.nwtech.edu/policies.htm.

Statistics for NWTC – Alva

Calendar Years	2011	2012	2013
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Hate Crimes	0	0	0
Arson	0	0	0

Campus Discipline

Liquor Law Violation	0	0	0
Drug Related Violation	0	0	0
Weapons Possession	0	0	0

Statistics for NWTC – Fairview

Calendar Years	2011	2012	2013
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Arson			

Campus Discipline

Liquor Law Violation	0	0	0
Drug Related Violation	0	0	0
Weapons Possession	0	0	0

Violence Against Women Reauthorization Act (“VAWA”), Pub. L. No. 113-4, 127 Stat. 54 **Campus Sexual Violence Elimination Act (“Campus SaVE Act”), Pub. L. No. 113-4, § 304,** **127 Stat. 89**

These acts expand the Clery Act's coverage rights to victims of domestic violence, dating violence, and stalking. They also update prevention guidelines and victim's rights.

In compliance of these acts, Northwest Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution's responsibilities regarding judicial no-contact, restraining and protective orders; existing counseling, health services, mental health services, victim advocacy, legal assistance and other victim services on-campus and in the community; and options for, and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Northwest Technology Center's procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a "statement of the standard of evidence" used during the proceeding; the annual training of officials conducting the proceedings to ensure the protection of the victim's safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record-keeping that excludes a victim's personally-identifiable information.

Northwest Technology Center will offer students and new employees programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; "Safe and positive" options for intervention by bystanders an individual may take to "prevent harm or intervene" in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

Northwest Technology Center follows the Clery Act's anti-retaliation policy that "No officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under [the Clery Act]."

SEXUAL HARASSMENT

Students attending classes at Northwest Technology Center as well as employees at Northwest Technology Center should be free from sexual harassment and/or a hostile sexual environment. Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo harassment – A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other

verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

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

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

Daren Slater/Karen Koehn
Alva Campus
1801 Eleventh Street
Alva, OK 73717
(580) 327-0344

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

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

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

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

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

IMMUNIZATIONS

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. NWTC is not the monitoring facility for immunization records.

- However, all adult health students must provide immunization records to meet the clinical facilities guidelines.

State Statute 70-3243 requires public/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 that 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. Additional information is available at your local county health department.

VACCINATIONS FOR PRACTICAL NURSING STUDENTS

Northwest Technology Center has a vaccination policy for practical nursing students only. Those students must provide

- Evidence of current immunization to tetanus and MMR (measles, mumps and rubella)
- Evidence of a negative tuberculin skin test or evidence of a negative chest x-ray in the event of a positive tuberculin skin test within the past 12 months
- Evidence of the first injection of the Hepatitis B vaccine
- Evidence of positive varicella titer, and
- Evidence of childhood immunizations

INTRUDER POLICY

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

PEER-TO-PEER FILE SHARING

NWTC uses Barracuda filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant. It shall be required by NWTC to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

COPYRIGHT INFRINGEMENT AND SANCTIONS

NWTC requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person). The copyright laws of the United States makes it illegal to duplicate copyrighted materials (the work of another person) without written permission. Civil and criminal liabilities, as well as, serious penalties are provided for unauthorized copy of copyrighted material or the act of plagiarism. For more information, visit the website of the U.S. Copyright Office at www.copyright.gov.

Unacceptable use of the internet includes sending or receiving any material in violation of any federal, state, or local regulations. This includes, but is not limited to copyrighted material.

- threatening material
- obscene material
- pornographic material
- material protected by trade secret

Students may not use the internet to advertise products or promote political points of view. Deliberate attempts to vandalize, damage, disable or disrupt the property of the District, another individual, organization, or the network. Use of the District's networks, computers, software, and Internet access is considered a privilege, not a right. Inappropriate use may result in school disciplinary action from revocation of user privileges up to and including suspension or dismissal from NWTC.

EMERGENCY RESPONSE AND EVACUATION POLICY

NWTC provides **timely warning** to the campus community of any occurrences of crime or suspicions of danger that are reported and are considered to represent a threat to students and/or employees. NWTC officials will notify the campus community immediately upon confirmation of a significant emergency, unless issuing the notification will compromise efforts to

contain the emergency. Resources that may be used to disseminate emergency information include the mass notification phone system, email, the home web page, the campus intercom, and internal alarms.

STUDENT GUIDELINES & INFORMATION

PUBLIC DISPLAYS OF AFFECTION

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

CHEATING/PLAGIARISM

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

INAPPROPRIATE LANGUAGE

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

STUDENT LOCKERS

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

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

PERSONAL PROPERTY

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

CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT

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

CONDUCT/DISCIPLINE

CODE OF CONDUCT

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

Some examples of misconduct are

- Disruption of school and/or class
- Abusive language/profanity
- Assault
- Bullying
- Damage or destruction of school or private property

- Carrying of weapons or dangerous instruments
- Use or possession of tobacco
- Abuse of driving privileges (speeding, reckless driving, etc.)
- Unlawful possession, use, distribution, or being under the influence of drugs or alcohol
- on school property or as any part of a school activity

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

DISCIPLINE POLICY

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

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

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

IMPLIED AUTHORITY

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

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

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

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

SEARCH AND DETENTION

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

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

deems necessary to restrain such pupils or to preserve any dangerous weapons or controlled dangerous substances.

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

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

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

SUSPENSION

STUDENT SUSPENSION

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

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

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

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

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

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

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

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

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

EMERGENCY SUSPENSION

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

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

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

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

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

APPEAL OF SUSPENSION

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

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

NOTICE OF REQUIRED DISCLOSURES

NORTHWEST TECHNOLOGY CENTER STUDENT CONSUMER INFORMATION

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs. The contents of the Student Handbook are reviewed with students during an orientation meeting scheduled at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the Central Office or the Counselor's Office.

All prospective students must complete the admissions process, which includes taking an assessment test. At this time, this list of required disclosures is provided to each prospective student in paper copy. All handbooks and disclosures are also available on our website at www.nwtech.edu/policies.htm.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and the additional consumer information. The Board Policy Manual is available for public/student access in the Assistant Superintendent's office on each campus and on our website at www.nwtech.edu/boardpolicies.htm.

What to Disclose, When, and to Whom	Northwest Technology Center's Annual Notice of Required Disclosures of Student Consumer Information <i>Description of Information to be Disclosed</i>	2014-2015 Where to Find Information
What: Institutional Information To: Enrolled Students When: Annually first day of class To: Enrolled Students Prospective Students When: Upon Request	<ul style="list-style-type: none"> • Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's academic support and career tech career majors • Copyright/peer to peer • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them • Net Price Calculator • Constitution Day/Voter Registration • Grievance Procedures 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • NWTC Website www.nwtech.edu/information.htm
What: Financial Assistance Information To: Enrolled Students When: Annually first day of class To: Enrolled Students Prospective Students When: Upon Request	<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 & frequency of financial aid disbursements; (5) books & supplies policy • Procedures for the Return of Title IV Aid and Repayments by withdrawn students 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • Financial Aid Policy & Procedures Handbook • NWTC Website www.nwtech.edu/finaid.htm
What: Family Education Rights and Privacy ACT (FERPA) To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students When: Annually first day of class, Upon Request, and Annually in Local Newspapers	<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 file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent • Students right for directory information to not be disclosed 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • Board of Education Policy and Procedure Manual • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate and Transfer Out Rate To: Enrolled Students Prospective Students When: Upon Request	<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 career major within 150% of the normal time (scheduled length of career major) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 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 students who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students 	<ul style="list-style-type: none"> • NWTC Website www.nwtech.edu/finaid.htm • Paper copy available upon request in the Financial Aid Office • U.S. Dept of Ed's College Opportunities On-Line website: www.nces.ed.gov/collegenavigator
What: Campus Security Report When: Annually by Oct. 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: With Job Application, Upon Request To: U.S. Dept of Education When: Annually by date specified	<ul style="list-style-type: none"> • Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. 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 • Emergency Response and Evacuation Procedures • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • Board of Education Policy and Procedure Manual • NWTC Website www.nwtech.edu/security.htm • Paper copy available upon request in the Financial Aid Office • www.ope.ed.gov/security
What: Drug and Alcohol Abuse Prevention To: Enrolled Students When: Annually first day of class To: Current Employees When: Annually Included with first paycheck of the school year	<ul style="list-style-type: none"> • Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol • A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees • A description of the health risks associated with the use of illicit drugs and alcohol • A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • Drug Free School and Workplace Handbook • Paper copy available upon request in the Financial Aid Office • NWTC Website www.nwtech.edu/drug-ed.htm
What: Gainful Employment To: Prospective Students Enrolled Students When: Upon Request	<ul style="list-style-type: none"> • Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Handbook • Paper copy available upon request in the Financial Aid Office • NWTC Website www.nwtech.edu/gainful.htm
This notice is distributed annually to all current and prospective students. It is also located on the NWTC website and in the Student and Consumer Information Handbooks. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, the Central Office, the Counselor's Office, and on the NWTC website at www.nwtech.edu .		

PERSONNEL
ADMINISTRATION

Superintendent HARRIS, GERALD
Alva/Fairview Campuses

Assistant Superintendent/Compliance Coordinator SLATER, DAREN
Alva Campus

Assist. Superintendent/Compliance Coordinator SHAW, COLT
Fairview Campus

BOARD MEMBERS

BUTCH EDINGFIELD; STAN KLINE; DEAN MEYER; DR. CARL NEWTON AND TOM RUSSELL

FACULTY/STAFF

Adult Training and Development/Business Secretary KREIGH, JESSICA
Alva Campus

Adult Training and Development/Business Secretary BYMASTER, SUSAN
Fairview Campus

Agricultural Business Management POE, ALLAN
Alva/Fairview Campuses

Assistant Financial Officer BITTLE, LIZ
Alva Campus

Assistant Financial Officer HARDER, JANICE
Fairview Campus

Assistant Network Information Services BRIANT, MARCIA
Fairview Campus

Automotive Collision Instructor OWEN, JEFF
Alva Campus

Automotive Technology Instructor RADER, RON
Alva Campus

Automotive Technology Instructor WATSON, BOBBY
Fairview Campus

Bio-Medical Sciences Instructor SHAW, JENNIFER
Alva Campus

Bio-Medical Sciences Instructor TOLSON, THURE
Alva Campus

Bio-Medical Sciences Instructor CUSACK, SHAWN
Fairview Campus

Business and Industry Health Services Director MUSTARD, TAMMY
Alva/Fairview Campuses

Business and Industry Services Director HADWIGER, CHARLOTTE
Alva Campus

Business and Industry Services Director KLIEWER, STEVE
Fairview Campus

Business and Information Technology Instructor LONG, ANDREA
Alva Campus

Business and Information Technology Instructor MADSEN, SHAREE'
Fairview Campus

Business Manager MARTIN, GINA
Alva/Fairview Campuses

Career Center Coordinator/Student Services McCLURE, AMY
Alva Campus

Career Center Coordinator/Student Services STUBSTEN, DEBBIE
Fairview Campus

Career Counselor/Student Services KOEHN, KAREN
Alva Campus

Career Counselor/Student Services HARRIS, JANE
Fairview Campus

Central Office Secretary FLYNT, ANGIE
Alva Campus

Central Office Secretary NICKEL, KATE
Alva Campus

Central Office Secretary ROBINSON, AMANDA
Fairview Campus

Culinary Instructor BULLER, JON
Fairview Campus

Custodian SIBLEY, SCOTT
Alva Campus

Digital Design Instructor FRASCHT, TAMI
Alva Campus

Digital Design Instructor SCHANBACHER, JESSICA
Fairview Campus

Director of Communications/Marketing BARTON, MELINDA
Alva and Fairview Campuses

Economic Development Director WILLIAMS, SONJA
Alva Campus

Human Resource Manager/Financial Aid DirectorSNEARY, ASHLEE
Alva/Fairview Campuses

Health Careers Certification Instructor..... MEYER, BROOKE
Alva Campus

Health Careers Certification Instructor..... BUTTON, DEBRA
Fairview Campus

Maintenance MURROW, GARY
Alva Campus

Maintenance GLOVER, SHANE
Fairview Campus

Maintenance HUEBERT, RENITA
Fairview Campus

Maintenance LOWDER, BRUCE
Fairview Campus

Math Instructor.....PRUETT, LANE
Alva Campus

Math Instructor.....SMART, ASHLEE
Fairview Campus

Network Information Services ManagerWEDER, SHALYN
Alva/Fairview Campuses

Plumbing/Electrical Instructor BUSHMAN, DENNIS
Alva Campus

Practical Nursing Director/InstructorDUFFY, DIANE
Alva/Fairview Campuses

Practical Nursing InstructorTHOMAS, TARA
Alva/Fairview Campuses

Project Hope Coordinator..... CORDER, SHARON
Alva Campus

Safety Coordinator/TrainerHAIGHT, LEN
Alva/Fairview Campuses

Safety TrainerFOGELSTROM, JOEL
Alva Campus

Welding Instructor LAKEY, JOHN
Fairview Campus



ALVA CAMPUS CALENDAR FOR 2014-2015

AUGUST 1	FIRST DAY OF CONTRACT
AUGUST 4-5	SUMMER CONFERENCE IN TULSA
AUGUST 6	PROFESSIONAL DEVELOPMENT
AUGUST 7	WORK IN CLASSROOM
AUGUST 8	IN-SERVICE
AUGUST 11	WORK IN CLASSROOMS
AUGUST 12	FIRST DAY OF SCHOOL
SEPTEMBER 1	LABOR DAY – CAMPUS CLOSED
OCTOBER 15	END OF 1 ST QUARTER (46 DAYS)
OCTOBER 16-17	FALL BREAK – CAMPUS CLOSED
OCTOBER 20	1 ST DAY OF 2 ND QUARTER
NOVEMBER 26-28	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 19	END OF 2 ND QUARTER (42 DAYS)
.....	END OF 1 ST SEMESTER (88 DAYS)
DECEMBER 22 – JANUARY 2, 2015	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 5, 2015	1 ST DAY OF 3 RD QUARTER
.....	2 ND SEMESTER BEGINS
FEBRUARY 16	PROFESSIONAL DAY – INSERVICE – NO STUDENTS
MARCH 13	TEACHER WORKDAY – NO STUDENTS
MARCH 13	END OF 3 RD QUARTER (48 DAYS)
MARCH 16-20	SPRING BREAK – CAMPUS CLOSED
MARCH 23	1 ST DAY OF 4 TH QUARTER
APRIL 3	HOLIDAY – CAMPUS CLOSED
APRIL 10	TEACHER WORKDAY – NO STUDENTS
APRIL 17	TEACHER WORKDAY – NO STUDENTS
APRIL 24	TEACHER WORKDAY – NO STUDENTS
MAY 1	TEACHER WORKDAY – NO STUDENTS
MAY 21	END OF 4 TH QUARTER (39 DAYS)
.....	END OF 2 ND SEMESTER (87 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 25	MEMORIAL DAY – CAMPUS CLOSED
MAY 29	LAST DAY OF CONTRACT

PROFESSIONAL DAYS

SUMMER CONF TULSA	AUGUST 4-5	2
INSERVICE DAY	AUGUST 8	1
WORK IN CLASSROOM	AUGUST 7, 11	4
TEACHER WORKDAYS	FEB 16	1
.....	MARCH 13	1
.....	APR 10, 17, 24	3
.....	MAY 1	1

DAYS NOT TAUGHT

LABOR DAY	SEPTEMBER 1	1
FALL BREAK	OCTOBER 16-17	2
THANKSGIVING	NOVEMBER 26-28	3
CHRISTMAS	DEC 22- JAN 2	10
SPRING BREAK	MARCH 16-20	5
HOLIDAY	APRIL 3	1
MEMORIAL DAY	MAY 25	1

SCHEDULE FOR SCHOOL DAY

8:05 A.M. - 11:05 A.M.	MORNING SESSION
11:05 A.M. - 12:30 P.M.	NOON HOUR
12:30 P.M. - 3:30 P.M.	AFTERNOON SESSION



FAIRVIEW CAMPUS CALENDAR FOR 2014-2015

AUGUST 1	FIRST DAY OF CONTRACT/INSERVICE DAY
AUGUST 4-6	SUMMER CONFERENCE AT TULSA
AUGUST 7	TEACHER WORK DAY
AUGUST 8	INSERVICE DAY
AUGUST 11-13	TEACHER WORK DAYS
AUGUST 14	FIRST DAY OF SCHOOL
SEPTEMBER 1	LABOR DAY – CAMPUS CLOSED
OCTOBER 15	END OF 1 ST QUARTER (44 DAYS)
OCTOBER 16-17	FALL BREAK – CAMPUS CLOSED
OCTOBER 20	1 ST DAY OF 2 ND QUARTER
NOVEMBER 26-28	THANKSGIVING BREAK – CAMPUS CLOSED
DECEMBER 19	END OF 2 ND QUARTER (42 DAYS)
.....	END OF 1 ST SEMESTER (86 DAYS)
DECEMBER 22 – JANUARY 2	CHRISTMAS BREAK – CAMPUS CLOSED
JANUARY 5, 2015	1 ST DAY OF 3 RD QUARTER
.....	2 ND SEMESTER BEGINS
FEBRUARY 16	PROFESSIONAL DAY – NO STUDENTS
MARCH 13	END OF 3 RD QUARTER (49 DAYS)
MARCH 16-20	SPRING BREAK – CAMPUS CLOSED
MARCH 23	1 ST DAY OF 4 TH QUARTER
APRIL 3	HOLIDAY – CAMPUS CLOSED
APRIL 10	TEACHER WORK DAY – NO STUDENTS
APRIL 17	TEACHER WORK DAY – NO STUDENTS
APRIL 24	TEACHER WORK DAY – NO STUDENTS
MAY 21	END OF 4 TH QUARTER (40 DAYS)
.....	END OF 2 ND SEMESTER (89 DAYS)
.....	TOTAL SCHOOL YEAR (175 DAYS)
MAY 25	MEMORIAL DAY – CAMPUS CLOSED
MAY 31	LAST DAY OF CONTRACT

PROFESSIONAL DAYS

SUMMER CONF TULSA	AUGUST 4-6	3
IN SERVICE DAYS	AUGUST 1 & 8	2
TEACHER WORK DAYS	AUGUST 7, 11-13	
.....	FEB 16, APRIL 10, 17, 24; MAY 22, 26-29	17

DAYS NOT TAUGHT

LABOR DAY	SEPTEMBER 1	1
FALL BREAK	OCTOBER 16-17	2
THANKSGIVING	NOVEMBER 26-28	3
CHRISTMAS	DEC 22-JAN 2	10
SPRING BREAK	MARCH 16-20	5
HOLIDAY	APRIL 3	1
MEMORIAL DAY	MAY 25	1

SCHEDULE FOR SCHOOL DAY

8:20 A.M. – 11:20 A.M.	MORNING SESSION
11:20 A.M. – 12:20 P.M.	NOON HOUR
12:20 P.M. – 3:20 P.M.	AFTERNOON SESSION

