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

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability, or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Title IX Coordinators/Compliance Officers
Lawton campus – Joelle Jolly and Morgan Gould
Frederick campus – Mandy Carter and Ken McKee

This school is authorized under Federal law to enroll nonimmigrant alien students.
Esta escuela está autorizada bajo la Ley Federal para inscribir estudiantes extranjeros no inmigrantes.

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. A Management Plan is on file in Building 500 of the Comanche County Campus and is available for review upon request.
Centro de tecnología de Great Plains está conforme a EPA asbesto. Un Plan de manejo es en el archivo de 500 edificio de la escuela del Condado de Comanche y está disponible para revisión a petición.

web site: www.greatplains.edu email address for information: info@greatplains.edu
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PURPOSE OF HANDBOOK

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

INTRODUCTION

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

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

COMANCHE CAMPUS

Big Pasture         Cache
Chattanooga         Elgin
Eisenhower          Fletcher
Geronimo            Indiahoma
Lawton High         Lawton Christian
MacArthur           Sterling

TILLMAN / KIOWA CAMPUS

Davidson           Frederick
Grandfield         Snyder
Tipton
# ACCREDITATION STATEMENT

Both state and national agencies currently certify full time programs at Great Plains Technology Center.

All full time programs are certified by the Oklahoma State Board of Career and Technology Education and are accredited by the Council on Occupational Education (COE). Individual programs are accredited through the following agencies:

## FULL TIME PROGRAMS

<table>
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<tr>
<th>Program</th>
<th>Accrediting Agency</th>
<th>Address</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY (OSBCB)</td>
<td>Oklahoma State Board of Cosmetology and Barbering</td>
<td>2401 NW 23rd Street #84, Oklahoma City, OK 73107</td>
<td>(405) 521-2441 <a href="http://www.ok.gov/cosmo">www.ok.gov/cosmo</a></td>
</tr>
<tr>
<td>PRACTICAL NURSE (ACEN)</td>
<td>Accreditation Commission for Education in Nursing, Inc.</td>
<td>3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326</td>
<td>(404) 975-5000 <a href="http://www.acenursing.org">www.acenursing.org</a></td>
</tr>
<tr>
<td>PRACTICAL NURSE (OBN)</td>
<td>Oklahoma Board of Nursing</td>
<td>2915 N. Classen, Suite 524, Oklahoma City, OK 73106</td>
<td>(405) 962-1800 <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a></td>
</tr>
<tr>
<td>SURGICAL TECHNOLOGIST (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street, Clearwater, FL 33756</td>
<td>(727) 210-2350 <a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>AUTOMOTIVE SERVICE TECHNICIAN (NATEF)</td>
<td>National Automotive Technician Education Foundation Automotive Service Excellence (ASE)</td>
<td>15034 Edwards Ferry Road NE, Suite 401, Leesburg, VA 20176</td>
<td>(703) 699-6650 <a href="http://www.asealliance.org">www.asealliance.org</a></td>
</tr>
<tr>
<td>COMBINATION COLLISION REPAIR TECHNICIAN (NATEF)</td>
<td>National Automotive Technician Education Foundation Automotive Service Excellence (ASE)</td>
<td>15034 Edwards Ferry Road NE, Suite 401, Leesburg, VA 20176</td>
<td>(703) 699-6650 <a href="http://www.asealliance.org">www.asealliance.org</a></td>
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</table>

## SHORT TERM COURSES

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<th>Program</th>
<th>Accrediting Agency</th>
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<tr>
<td>EMERGENCY MEDICAL SERVICES</td>
<td>Oklahoma department of Health</td>
<td>1000 Northeast Tenth Street, Oklahoma City, OK 73152</td>
<td>(405) 271-4027 <a href="http://www.health.state.ok.us">www.health.state.ok.us</a></td>
</tr>
<tr>
<td>LONG TERM CARE NURSE ASSISTANT/HOME HEALTH AIDE</td>
<td>Motorcycle Safety Foundation State Coordinator Oklahoma Highway Patrol</td>
<td>PO Box 11415, Oklahoma City, OK 73136</td>
<td>(405) 425-7705 <a href="http://ohso.ok.gov/motorcycle-safety">ohso.ok.gov/motorcycle-safety</a></td>
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<tr>
<td>MOTORCYCLE SAFETY</td>
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<tr>
<td>PARAMEDIC (CAAHEP)</td>
<td>Committee on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street, Clearwater, FL 33756</td>
<td>(727) 210-2350 <a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>PARAMEDIC (CoAEMSP)</td>
<td>Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession</td>
<td>8301 Lakeview Parkway, Suite 111-112, Rowlett, TX 35088</td>
<td>(214) 703-8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a></td>
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## CAMERON UNIVERSITY PROGRAMS DELIVERED AT GPTC

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<tr>
<td>RADILOGIC TECHNOLOGY (JRCERT)</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182</td>
<td>(312) 704-5300 <a href="http://www.jrcert.org">www.jrcert.org</a></td>
</tr>
<tr>
<td>ADVANCED RESPIRATORY THERAPIST (CoARC)</td>
<td>Committee on Accreditation for Respiratory Care</td>
<td>1248 Harwood Road, Bedford, TX 76021-4244</td>
<td>(817) 283-2835 <a href="http://www.coarc.com">www.coarc.com</a></td>
</tr>
</tbody>
</table>
I am proud to welcome you to Great Plains Technology Center – a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Clarence Fortney
COMANCHE COUNTY CAMPUS CLASSROOM AND LAB/SHOP NUMBERS

MAIN EDUCATION BLDG.
Blg. # 100
101. Business Office
102. Public Information
103. Cyber Security Forensics
105. 3D Animator
106. Video Producer Editor
107. Student Support Svcs / Financial Aid
111. One Stop Enrollment Center / Student Office / Bookstore
111a. Campus Director/Principal
111b. Director of Instruction
111c. Registrar
112. Activities Coordinator
119a. Cafeteria – Under Construction
119b. Wichita Room – Under Construction
119c. Teachers’ Lounge – Under Construction
120. Culinary Arts – Under Construction
121. Under Construction
123. Pre-Engineering / Brown
125. Biomedical Science
127. Network Technician Associate
129. Desktop Support Technician
130. Digital Graphic Design
132. H.V.A.C. Technician
137. LPD Office
138. TBD
139. LPD Office
141. Pre-Engineering
141c. Robotics Lab
143. Hospitality Service Assistant
144-146. Pre-Engineering
148a. Audio / Video Specialist
148f. Academic Center
149g. Adult Basic Education
150b. Welding Classroom
155. Combination Welder
156. Combination Collision Repair Technician

S.C.O.R.E. ACADEMY BUILDING
Blg. # 200
201. Testing Room
202. S.C.O.R.E. Director
204. Conference Room
205. S.C.O.R.E. Registrar
206. English
214. I.S.D.
215. English
215b. Assistant S.C.O.R.E. Director
216. Math
217. Carpentry
218. Construction Trades
219c. Tech. Exploration
219a. Math / Science
219b. Biology / Science
220. Electrical Shop
221. History
222. Electrical
223. Math/Science

WORLEY SEMINAR CENTER
Blg. # 300
300. Accreditation & Planning Coordinator
301. Seminar Auditorium
301a. Seminar Auditorium
301b. Seminar Auditorium
308. Testing Center
309-312. Culinary Arts Classroom
312. Instructional Support Services
314. Pre-Education
315. Medical Office / Executive Administrative Assistant
316. Computer Lab
317. Computer Lab
318. Test Center
319. Test Center

JOHNSON AUTOMOTIVE CENTER
Blg. # 400
401. Information Technology Dept.
401H Safe Room
406. Automotive Service Technician Classroom - Whitaker
415. Automotive Service Technician Classroom - Thomason

PURCHASING / RECEIVING
Blg. # 500

ECONOMIC DEV. CENTER
Blg. # 600
601. Information of BIS
602 - 607. Offices
614. Classroom
615. Plan Room
616. Office
617. Safety Classroom
618. Safety Classroom
619. Faculty Lounge
623. Teleconference Center
623c. Office
623d. Office
624. Office
625. Classroom
626. Classroom
627. Student Lounge
630. Classroom
631. Classroom
634. Classroom
635. Classroom
637. Electrical Shop
640. Welding Shop
641 - 647. Offices
649. Lab
650. Machine Shop
651. Lab
655. Seminar Room
656. Seminar Room

HEALTH CAREERS CENTER
Blg. # 700
701. Centennial Conference Room
704. Advanced Respiratory Therapist Clinical Coordinator
707. LPD Office
709. Surgical Technologist Lab
710. Office
711. Surgical Technologist Clinical Coordinator
712. A.S.E. Classroom
713. Radiologic Technology Program Director
715. Student Lounge
717. Computer Lab
719. Conference Room
721. Staff Lounge
722. Radiologic Technology Lab
723. Medical Library
726. Health Careers Lab
727. Radiologic Technology I
728. Advanced Respiratory Therapist Lab
729. Radiologic Technology II
732. Surgical Technologist
733. Health Careers Lab
734. Surgical Technologist Program Director
735. Nursing Assistant (Mayer)
737. Nursing Assistant (Nolen)
740. Advanced Respiratory Therapist Program Director
742. Advanced Respiratory Therapist
746. A.S.E. Classroom
752. L.P.N. Traditional
753. L.P.N. / LTCNA Lab
756. Distance Learning Classroom
757. L. P.N. Flex
758. L.P.N. Coordinator
760 Long Term Care/Nurse Aide
761. L.P.N. Flex

FIREFIGHTER/E.M.T. BUILDING
Blg. # 800
801. Classroom
802. Classroom
803. Advanced Firefighter
804. Classroom
805. Computer Lab
810. E.M.T. Lab
811. E.M.T./Fire Training Bay

LAW ENFORCEMENT & EMERGENCY SERVICES BUILDING
Blg. # 900
910. Criminal Justice

BUSINESS DEVELOPMENT CENTER
1601 SW Park Ridge
# 2019-2020 School Calendar

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

**Final - Bd Approved 3.5.19**

### July

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- ☐ No School
- ⌂ Parent/Teacher Conference
- ☐ Professional Day - No Students

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8
ARCHITECTURE AND CONSTRUCTION

Electrical/HVAC Assistant
Eli Betancourt
Carpenter Level I / Carpenter Level II
Clayton Snodgrass
Residential HVAC Technician
Koby Gibson
Electrical Level I / Electrical Level II
Mike Klein
Construction Trades Assistant
Todd Hunter

ARTS, A/V & TECHNOLOGY CLUSTER

Digital Graphic Designer
Bunnie Craddock

BUSINESS MANAGEMENT & ADMINISTRATION CLUSTER

Executive Administrative Assistant
Nicole Wilson
Medical Office Assistant
Nicole Wilson

EDUCATION AND TRAINING CLUSTER

Teacher Prep
Kelly Brock

HEALTH SCIENCE CLUSTER

Advance Respiratory Therapist Program Director
Adrienne Reid
Advance Respiratory Therapist
Shannon Walls
Practical Nurse Coordinator
Karen Shirey
Practical Nurse Clinical Coordinator
Christine Crawford
Practical Nurse
Erica Grant
Practical Nurse
Charletta Jessie
Practical Nurse
Casey Prisby
Practical Nurse
Kay Ray
Practical Nurse
Jennifer Ward
Practical Nurse
Pam Williams
Long Term Care Aide
Carletta Morales
Nursing Assistant
Brandon Mayer
Nursing Assistant
Patricia Nolen
Radiologic Technology Program Director
Carrie Baxter
Radiologic Technology
Kelly Smith
Radiologic Technology
Deborah Ousley
Surgical Technologist Program Director
Ann Tahah
Surgical Technologist Clinical Instructor
Cherisse Martin

HOSPITALITY & TOURISM CLUSTER

Culinary Coordinator
Bryan Cauthon
Culinary Coordinator
Lori Grant
Culinary Hospitality Assistant
Bryan Cauthon
Culinary Hospitality Assistant
Lori Grant
Hospitality Service Assistant
Nadine Hanefield

INFORMATION TECHNOLOGY CLUSTER

3D Animator
Jeremy Wright
Cyber Security Forensics Specialist
Wesley Sloan
Desktop Support Technician
Jeff Standridge
Network Technician Associate (Server Emphasis)
Nicholas Alexander
Video Producer
Dan Tibbs

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY CLUSTER

Advanced Firefighter
Nancy Howell
Criminal Justice Officer
Buddy Neasbitt
MANUFACTURING CLUSTER
Combination Welder
Allen Bellamy

ON-LINE ACADEMIC COURSES
On-line Academics
Amy Horton

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS CLUSTER
PLTW Biomedical Science and Medicine
Jackie Archer
PLTW Biomedical Science and Medicine
William Schlecht
PLTW Biomedical Science and Medicine
Scott Nelson
PLTW Pre-Engineering
Marcia Brown
PLTW Pre-Engineering
Paula Hargrove
PLTW Pre-Engineering
Joan Cole
PLTW Pre-Engineering
Debbi Hargrove
PLTW Pre-Engineering
Laurie Schoening

SCORE
Academic Instructor
Sheree Fortney
Academic Instructor
Alanna Prater
Academic Instructor
Amy Horton
Academic Instructor
Matthew Lewis
Academic Instructor
Billy Allen
Academic Instructor
Steve Wolverton
Academic Instructor
Penny DeLong
Construction Exploration
Tanner Biggs
Tech Exploration Instructor
William “Trace” Browning

TRANSPORTATION, DISTRIBUTION & LOGISTICS CLUSTER
Automotive Service Technician
Michael Thomason
Automotive Service Technician
Allen Whitaker
Combination Collision Repair Technician
Tony Josey

TILLMAN/KIOWA COUNTY CAMPUS – INSTRUCTORS

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

ARCHITECTURE & CONSTRUCTION CLUSTER
Residential Carpentry
Bryan Smith

HEALTH SCIENCE CLUSTER
Diagnostic Aide and Nurse Assistant
Tricia Billy
Licensed Practical Nurse
Leslie Givens

HUMAN SERVICES
Cosmetology
Linda Woody

INFORMATION TECHNOLOGY CLUSTER
Multimedia Assistant
Miranda Fritts
### SUPPORT STAFF

**COMANCHE COUNTY CAMPUS**

#### ACCREDITATION & PLANNING

Accreditation & Planning Coordinator: Sandie Noel

#### ADULT CAREER DEVELOPMENT

- Evening Supervisor: Linda Jamison
- EMS Program Director: Linda Pledger
- Adult Coordinator: Mike Ferguson
- Office Manager: Devon Hicks

#### ECONOMIC DEVELOPMENT CENTER (EDC)

- Agri-Business Management Coordinator: Clinton Janda
- Bid Assistance Center Coordinator: Donnie Bain
- Business Center Coordinator: Cody Holt
- Safety Training Coordinator: Shawn Johnson
- Coordinator of Technical Training: Cassandra Willrich
- Small Business Management Coordinator - Coaching: James Taylor
- Small Business Management Coordinator - Training: Lynn Null
- YIELD Executive Director: James Regan
- YIELD Assistant Director: Thomas McCarthy

#### EDC CORPORATE TRAINING

- Corporate Training Instructor: Scott Bennett
- Corporate Training Instructor: Kelly Carter
- Corporate Training Instructor: Jeremy Cole
- Corporate Training Instructor: Larry Newsom
- Corporate Training Instructor: Gary (Hank) Hutson
- Health & Safety Training Instructor: Cherri Lambert

#### INFORMATION TECHNOLOGY

- Audio/Video Specialist: Jeff Bridges
- Application / Database Specialist: Michele Hess
- Information Technology Secretary: Dana Rosario
- Network Administrator: Tyler Dees
- Network Administrator: Thomas Windover
- Computer Technician: Willie Davis
- Computer Technician: Tyler Robinson
- Web Designer: Brenda Honn

#### INSTRUCTIONAL SUPPORT SERVICES

- Instructional Technology Assistant: Karen Keller
- Instructional Technology Specialist: Chris Helton
- Instructional Technology Specialist: Jimmy Wiersema

#### MARKETING AND COMMUNICATIONS

- Activities Coordinator: Sherrie Bellamy
- Media Coordinator: Teresa Abram

#### SCORE

- Assistant Director of SCORE: Kent Sexton
- Registrar/Counselor: Valerie Fink
STUDENT REGISTRAR
Registrar Tammy Morales

STUDENT SUPPORT SERVICES
Academic Center Coordinator Val Mullenix
Adult Basic Education Coordinator / Instructor DeAnn Gatlin
Counselor Heather Ballou
Counselor Rhonda Mahaffey
Counselor Jennifer Cable
Employment Advisor Chesley Graham
Financial Aid/Veterans’ Affairs Coordinator Dustin Davidson
Disability Services Coordinator Kristy Barnett

SUPPLY
Great Plains Supply Coordinator Judy Simms

TESTING CENTER
Testing Center Coordinator Mike Archer
Testing Center Proctor Debbie Reed
Testing Center Proctor Keith Gladden

TILLMAN/KIOWA COUNTY CAMPUS
Adult Career Development Coordinator Araceli Rodriguez
Counselor/Academic Center Coordinator Mandy Carter
Rural Economic Development Specialist Gary Tyler
**STUDENT SUPPORT SERVICES**

**Academic Center (AC)** - The AC Coordinator will work with all students who are currently enrolled or planning to enroll at Great Plains.
- To improve Math, Reading, or Communication skills
- To implement a plan for improvement
- To develop effective study skills/techniques

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

**Employment Advisor** - The Employment Advisor provides assistance with job seeking activities.
- To find a job or create a resume
- To gain assistance with job seeking activities
- To get advice with interviewing skills, resume development, employment placement coordination and job training opportunities

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

**Career Counselors** – The Career Counselor offers counseling services to help students be successful in their career tech programs.
- For assistance with student orientation, career counseling, academic counseling
- To develop career plans, decision-making, goal setting
- To select the right course of study or to schedule a sequence of classes that lead to the best skill development for you
- For crisis counseling and referrals to other counseling services

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

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

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

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

**Adult Basic Education** – Great Plains Technology Center offers High School Equivalency education (GED) and English Language Learners (ELL) classes through the ABE program, Room 148. Preparatory classes are offered for the HSE/GED testing of students enrolled in the ABE Program. For information or to enroll in the program call 250-5685 or email ABE@greatplains.edu.
PROCEDURES FOR REQUESTING ACCOMMODATIONS FOR ADULT STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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

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

Complaints concerning this policy are referred to the Great Plains Technology Center’s Grievance Procedure Policy in Section 8.0 of the Student Handbook.
Statement of Appreciation

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

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

Statement of Philosophy

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

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

VISION

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

MISSION

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

CORE VALUES

We are committed to the communities we serve.

We are ethical and accountable for our decisions and actions.

We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS

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

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

GPTC believes stakeholders are integral to improving programs and services.

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

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

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

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

Statement of Responsibility

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

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

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

<table>
<thead>
<tr>
<th>Comanche County Campus:</th>
<th>Tillman/Kiowa County Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Instruction</td>
<td>Counselor/Academic Center Coordinator</td>
</tr>
<tr>
<td>S.C.O.R.E. Director</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Director of Adult Career Development</td>
<td></td>
</tr>
<tr>
<td>Director of Instructional Services</td>
<td></td>
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<tr>
<td>Director of Health Careers &amp; STEM Education</td>
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</tr>
</tbody>
</table>

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

Statement on Meningococcal Disease

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

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

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

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by the Good Samaritan Act.

In the event of a suspected overdose, GPTC and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

STUDENT CODE

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

1.1 Definitions:
A. Student Records
   Student records shall be defined as any materials, to include education and cumulative behavior records concerning individual students, maintained by the school board or its employees, except personal notes and class assignments kept on file by school personnel solely for their own use and not communicated to any other person.
   The cumulative behavior records shall be in a form approved by the Superintendent and shall only include the nature of the student’s violation of the Student Code and the resulting disposition.
   All Students records shall be available to a student’s parent(s) or guardian(s) and to students who are eighteen (18) years of age or older.
B. FERPA
C. Eligible Student
   An eligible student is an student who is 18 years of age or older. The statute provides that when the student becomes 18, all rights under the ACT transfer from the parent to the student.
   However, the parent of an 18-year-old who is a dependent under IRS regulations may review the student’s educational records without the prior consent of the student.
D. Directory Information
   In compliance with FERPA policy, the following items are considered directory information: student’s name, address, telephone number, parent’s name, address, telephone number, field of study, class, enrollment status, photograph, grade level, anticipated completion date, participation in officially recognized activities, certifications and awards received, most recent previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items without the student’s prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student’s written permission. GPTC may provide access to a student’s education records to a third party only as provided in FERPA and GPTC policy.
E. Legitimate Educational Interest
   Legitimate educational Interest is considered to be any matter or reason integrally related to academic performance, grade-level classification, and a schedule of subjects, attendance, attitude, behavior, health or safety of a student. A legitimate educational interest is also served when common sense indicated access to the student’s education information is necessary for the health and safety of others.
F. Disclosure
Disclosure means permitting access or the release, transfer or other communication of education records of the student of the personally identifiable information contained therein, orally or in writing, or by any other means to any party.

1.2 Right to Inspect and Review Records
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student’s education records within 45 days of the day the Tech Center receives a request for access.
A student should submit to the Campus Director/Principal a written request that identifies the record(s) the student wishes to inspect. The Campus Director/Principal will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Tech Center official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

1.3 Right to Request Amendment to Records
A student has the right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
A student who wishes to ask the Tech Center to amend a record should write the Tech Center official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Tech Center decides not to amend the record as requested, the Tech Center will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

1.4 Right to Consent to Release Confidential Information
The right to provide written consent before the Tech Center discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The Tech Center discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Tech Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Tech Center has contracted as its agent to provide a service instead of using Tech Center employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Tech Center. Upon request, the Tech Center also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

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

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

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

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

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

1.10 Custodial Parent and Access to Records
Divorced parents may have access, regardless of any custody order, except in instances when the custodial parent shall have furnished a certified copy of a court order, which specifically denies the non-custodial parent access to the child’s records. The school district will regard the parent enrolling the child as the custodial parent unless the school officials are furnished a certified copy of a court order vesting custody in the other parent.
In instances where the parents of the child are not available, or the child has no legal guardian, the person who appears to be performing the functions and duties of a parent to the child will be considered the child’s guardian.

1.11 Release of Directory Information
Directory Information relating to student participation in officially recognized activities will be released. In addition, any directory information consisting of the name, classification, and address of high school students will be release to military recruiters, recruitment personnel of accredited colleges and universities, and appropriate government agencies.
A. Information will be released through the Campus Director/Principal’s Office.
B. Representatives desiring information must personally request and pick up information.
C. Representatives must sign a written statement of assurance that the information provided shall be held strictly confidential.
D. Any recruiting service, college, or university which is found to have allowed, either directly or indirectly, any other institution, organization, or individual to have access to or to make any use of such information will subsequently be denied permission to obtain this information. Such a determination will be at the sole discretion of the Campus Director/Principal.
E. No other school employee will be permitted to release any form of directory information.

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

1.13 Release of Psychological Evaluations
Parent and student access to information contained in the psychological evaluation will be as follows:
Upon request from parents or from students who are eighteen years of age or older for inspection of psychological evaluations, the appropriate school official (principal, counselor, or teacher) will refer said parties to an EXAMINING AGENCY (Regional Guidance Center, Child and Family Service Center, etc.) for interpretation of the evaluation by a professional examiner (psychologist, psychiatrist, psychometrist).

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

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

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

1.17 Policy for Accident Prevention / Personal Protective Equipment (PPE)
Great Plains Technology Center’s duty under OSHA/PEOSH is to provide a safe and healthy workplace for our students and public visitors at all times. The following steps will be used to administer the PPE program:
A. Assess the workplace for hazards.
B. Implement engineering controls and work practices to control or eliminate these hazards to the extent feasible.
C. Select appropriate PPE to protect students & visitors from hazards that cannot be eliminated or controlled through engineering controls and work practices.
D. Inform students and visitors why the PPE is necessary and when it must be worn.
E. Train students and visitors on how to use and care for the selected PPE and how to recognize PPE deterioration and failure.
F. Require students and visitors to wear the selected PPE as needed.
G. Reassessment when changes in the workplace occur which necessitate the need for additional PPE.

1.18 Policy for Accidents / Injuries

A. EMPLOYEE AND STUDENT INSTRUCTIONS FOR ACCIDENTS / INJURIES BEFORE 4:00 PM:
Steps of Action for weekday emergencies: These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Switchboard Operator is absent or gone temporarily, these steps should be pointed out to any replacement employee.

Step 1- Call for Help:

LAWTON CAMPUS – Call 911 and contact Switchboard Operator (dial “0” from campus phone or 580-355-6371) and school nurse (dial 580-250-5571).

FREDERICK CAMPUS – Call 911 and contact main switchboard (580-335-5525).

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

*Where is the student / victim located? ______________________________________________

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

Other: __________________________________________________________________________

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

- If Medical Assistance is Needed -- Switchboard Operator (or responding staff) will call:
  - Tina Dickson, School Nurse -- dial ext. 5571 on campus phone or call on school radio.
  - Karen Shirey, dial ext. 5590 on campus phone; TBD at ext. XXXX or call on school radio.
  - Rebekah Crespo at ext. 5570 on campus phone or Debbie Gladden at ext. 5670 or call on school radio.
  - 911 for ambulance or fire department, if necessary.

- Frederick Campus – Call:
  - Tricia Billy, ext. 2017 on campus phone (or dial 580-335-5525 ext. 2017)
  - PN Instructor, Leslie Givens, at ext. 2016 on campus phone (or dial 580-695-9771 ext. 2016).

Step 3- Who to notify:
- Building Administrator, or
- Campus Director / Lawton Campus -- Kirk Mullenix at ext. 5601 on campus phone (or dial 580-250-5601) and on Frederick Campus -- Ken McKee at ext. 2004 on campus phone (or dial 580-335-5525 ext. 2004).
- Contact Parent / Guardian / Next of Kin.
- Director of Marketing and Communications. (Susan Hardy Brooks’ cell phone: 405-905-9471)

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

*Notify the Director of Marketing and Communications when the incident requires outside medical care, or other special conditions occur. Outside first responder agencies should also be called if the School Nurse cannot treat the Student / Victim.

B. EMPLOYEE AND STUDENT INSTRUCTIONS FOR ACCIDENTS / INJURIES AFTER 4:00 PM AND WEEKENDS:

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

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

Step 2- Question to ask, upon receiving a call for assistance.
* Where is the student / victim located? ______________________________________________

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

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

If Medical Assistance is Needed:
- Linda Jamison or ACD Coordinator on duty will call:
  * EMT instructor, if necessary. If ambulance or fire department is needed, 911.
  * ACD Director, John Noel at 580-695-9771; will also call Director of Marketing and Communications, Susan Hardy Brooks at 405-905-9471.

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

* Notify the Director of Marketing and Communications if the Accident / Incident requires outside medical care, or other special conditions occur. Outside first responder agencies should also be called if GPTC staff cannot treat the Student / Victim.
2.0 **Student Behavior**

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

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

2.2 The following are specific examples of unacceptable behavior, which are subject to disciplinary action including suspension or expulsion from school:

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

S. Conduct defined in paragraphs 3.0 through 4.1. It is noted that in most instances the unacceptable behavior in those paragraphs requires expulsion.

T. Sexual harassment as outlined in section 2.4 of this handbook.

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

V. Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

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

2.3 Bullying/Cyber Bullying Policies

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

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

Definitions

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

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

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

Procedures

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

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

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

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

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

E. Upon completion of the investigation, the principal may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicated an explicit threat to the safety of students or school personnel.
F. Great Plains Technology Center will work with our partner schools regarding bullying or harassment of students. Information of such incidents while on the Great Plains Technology Center campus will be shared with partner schools.

Prevention
To report a bullying incident, students are encouraged to contact an instructor, counselor, administrator, or any school personnel.

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

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

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

Report, Investigation, and Sanctions:
A. It is the express policy of the Great Plains Technology Center Board of Education to encourage student victims of sexual and or racial harassment to come forward with such claims. This may be done through the Sexual and or Racial Discrimination Grievance policy.
   (1) Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual and or racial harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision, or to any responsible adult person.
   (2) Confidentiality will be maintained and no reprimands or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual and or racial harassment.
B. In determining whether alleged conduct constitutes sexual and/or racial harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.
The Campus Director/Principal has the responsibility of investigating and resolving complaints of sexual and/or racial harassment.

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

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

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

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

2.7 Disciplinary Actions

The following is a list of optional disciplinary actions, which school administrators may impose for violations of the Student code of the Great Plains Technology Center. The order in which this list is written is not sequential, but optional, with appropriate disciplinary action to be selected as required by each particular case. School administrators are not limited to a specific discipline action for a particular infraction, because the circumstances in which an act is committed may be important in deciding upon the disciplinary action required. The administrator may, therefore, use any disciplinary action appropriate to a specific case. Days will refer specifically to school days.

A. In-school detention (before school, during school, noon, after school)
B. Removal from class or group (temporary or permanent)
C. Verbal or documented warning to students
D. Faculty consultation concerning student
E. Contract or action plan
F. Activity suspension
G. Transportation suspension
H. Advise parents
I. Parental conference
J. Confiscation or temporary holding of personal items
K. Probationary period
L. Saturday school
M. Corporal punishment
N. Financial restitution
O. Refer to other social or education agencies
P. Suspension
Q. Expulsion
R. Involve law enforcement
S. Deny privilege to drive any vehicle on school premises
T. Parent shadowing
U. Any other disciplinary action deemed appropriate under the circumstances if the student fails to serve the discipline due to circumstances genuinely beyond the student’s control, the student must make up the discipline. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline, the student will receive out of school suspension. Upon returning from the suspension, the student must serve the originally assigned discipline.

2.8 Tobacco and/or Vapor Device Use/Possession Policies

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

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

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

3.1 **Definitions**

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

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

B. **Drug Paraphernalia** – includes any utensil or item, which in the school’s judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to torches, roach clips, pipes, bowls, and rolling papers, etc.

C. **Distribution** – deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another or to aide herein.

D. **Possession** – possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy. School and law enforcement officials will determine if the amount warrants the charge of possession with intent to distribute.

E. **Drug/Alcohol Induced Medical Emergency** – a student demonstrates symptoms of possible alcohol/drug overdose which may include incoherence, inability to response, vomiting, unconsciousness, seizures, etc.

F. **School Premises** - shall include not only actual building, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any off-campus facility that is being used for a school function. School property also includes student travel to and from school or school activities.

G. **Extracurricular Activity** – shall include any school-sponsored activity such as field trips, school clubs, and social activities regardless of the time frame of the activity.

3.2 **Disciplinary Procedures for Alcohol and Drug Offenses**

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

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

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

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

A. **First Offense**

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

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

B. **Second and Subsequent Offenses**

   (1) The student will be expelled for the remainder of the current semester and next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.
3.4 **Suspected Use of Alcohol or Drugs**
The possible alcohol/drug use of a student is a real concern; therefore, the following school policy:

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

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

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

4.0 **Possession of Use of Weapons**
It is the policy of this school district to comply fully with the Gun-Free Schools Act.

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

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

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

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

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

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

(1) **First and Subsequent Offenses**

(a) The appropriate Administrator will notify the parents/guardians and request an immediate conference. Law enforcement officials will be notified immediately.
(b) The student will be expelled for the remainder of the current semester and up-to-the next full semester as determined by the Campus Director/Principal or his designee. The term of the suspension may be modified by the Superintendent on a case-by-case basis.
(c) During any period of expulsion, the student will lose credit for all schoolwork and will forfeit the privilege of participating in or attending any and all extracurricular activities.
C. Students with disabilities are subject to this policy and will be disciplined in accordance with the Students with Disabilities Act (IDEA) and Section 504 of the Vocational Rehabilitation Act if any such students are determined to be in violation of this policy.

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

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

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

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

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

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

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

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

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

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

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

**Adult Students**
If the Instructor or Program Director recommends expulsion of a student, the Administrator will conduct an informal hearing with the student, instructor and other school personnel deemed necessary by the Administrator conducting the hearing. This hearing may be held as quickly as deemed possible by the Administrator. The student will be furnished in writing a copy of the following information:
A. A description of the proposed action;
B. A description of the school regulation(s) allegedly violated by the student and act(s) alleged committed by the student.
The right to appeal is explained in paragraphs 6.5, 6.6, 6.7, and 6.8 of the Student Code. If the alleged violation of the Student Code is such that expulsion is contemplated, the informal conference set forth in paragraph 6.1 is not required. Written notes containing dates, times, involved parties, and other relevant information will be made by the Administrator and become a part of the student file.

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

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

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

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

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

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

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

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

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

7.0 Emergency Suspension

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

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

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

8.0 Grievance Procedure
In the course of occupational and technical education at Great Plains Technology Center, the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of Great Plains Technology Center in a grievance hearing, if so desired. It is also the student's right to terminate an informal process at any time and begin the formal process. A student may contact Council on Occupational Education as noted on page 4. The contact information is as follows: 7840 Roswell Road, Building 300 Suite 325, Atlanta, Georgia 30350, Phone: 800-917-2081 or via the website at www.council.org.
8.1 Definition of Grievances
A grievance is a claim or charge of injustice or discrimination based upon an event or condition, which affects the welfare of condition of an individual student or group of students. A grievance statement shall meet the following conditions:

A. The grievance must be filed within thirty (30) days of the occurrence and describe the circumstance upon which it is based.
B. It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.
C. It must furnish sufficient background concerning the alleged violation, misinterpretation, or inequitable applications, and identify persons, actions, and/or omissions that led to the allegation.
D. It must include the date, time, and place of the occurrence.
E. The specific solution/relief requested by the aggrieved must be stated.

8.2 Procedures for Resolving Grievances
A. Informal: Should a student or parent believe there is a cause for grievance, he/she should make a request of and discuss the grievance with the person involved for the express purpose of resolving the grievance mutually and informally.
B. Mediation: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Grievance Officer as described in item 8.1. The Grievance Officer or designee will meet the complainant and respondent in order to mediate and resolve the complaint to the satisfaction of both parties. The mediation resolution will be documented and agreed to in writing. The Director of Student Services and Director of Instruction are acting Grievance Officers.
C. If no resolution is accepted by the parties, the Grievance Officer or designee shall render a written decision within five (5) working days of the mediation. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the Grievance Officer be challenged.
D. Formal: If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Grievance Officer as described in item 8.1. The Grievance Officer will appoint a Committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. The hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the committee be challenged. The Committee will notify the grievant of its decision in writing within five (5) working days.
E. Board of Education: Should the grievant be dissatisfied with the decision of the Committee after the final interview, he/she may request, in writing, a hearing at the next regularly scheduled meeting of the Great Plains Technology Center Board of Education. The written request must be received within ten (10) days of the decision of the Committee who will put the request on the board agenda for the next regularly scheduled meeting. The decision of the Board of Education is final.

9.0 Student’s Right To Assemble And Demonstrate

9.1 Conditions for Students to Assemble and Demonstrate
The Great Plains Technology Center Board of Education recognizes that students shall have the right to assemble on school property subject to the following conditions:
A. Prior approval must be obtained from the Campus Director/Principal, at least twenty-four hours prior to the meeting.
B. The time and place of the meeting will be determined by the Campus Director/Principal and/or Director of Adult Career Development.
C. Such meeting will be scheduled before or after school to avoid disrupting the normal operation of the school.

9.2 Additional Conditions for Students to Assemble and Demonstrate
Students will have the right to demonstrate peacefully, subject to the following conditions:
A. Demonstrations must be conducted off school property:
B. Demonstrations must be conducted before or after school hours, so as not to interrupt, distract, or disrupt the normal operations of the school.
C. Demonstrations must be conducted in such a manner as not to interrupt, distract or disrupt the school’s academic or activity programs.
10.0 **Distribution Of Printed Material**

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

11.0 **Trespassing On School Property**

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

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

11.3 **Offenses Near Schools- City of Lawton Ordinance Section 15-40.**
It is unlawful for any person to engage in any of the following acts in or near schools, school groups, or streets and alleys adjacent to schools.

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

12.0 **Searches**

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

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

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except outerwear, may be removed prior to or during the conduct of any warrantless search.
The Administrator or school personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any of the defined items above which might be in the pupil’s possession including the authority to authorize any other persons they feel necessary to restrain such pupil or to preserve any of the above defined items.

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

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

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

12.4 Working Canine
Canine inspections of school property or property in the possession of the pupil, including automobiles, may be periodically conducted, and no reason shall be necessary for such inspections. Hand-held metal detectors may be used to search for dangerous weapons. Surveillance cameras will be used in shops, classrooms and other areas deemed necessary.

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

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

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

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

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

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

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

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

15.2 Maximum Number of Absences
Secondary Students may not exceed five (5) days of absence in a nine-week period. If a secondary student exceeds five (5) absences (excused or unexcused) in a nine-week period, the student will receive a grade of “N” for that nine-week period. Students who receive an “N” for attendance will be given a numerical grade of 59. If the earned average is lower than 59 they will receive the lower actual average.

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

15.3 Excused Absences
For an absence to be excused, written documentation or a phone call from a parent/guardian must be received by the Attendance Office within 5 days of the absence. Late documentation may be accepted with approval of the Campus Director/Principal or designee. A maximum of three (3) excused absences may be made-up in a nine-week period. Makeup of employability grades for excused absences will be allowed. It is the students’ responsibility to obtain and turn in the makeup work for excused absences within five (5) school days of the absence. If this is not done, a zero will be recorded. The three (3) options for seat time makeup to be approved by the program instructors are:
A. Instructors will make their class or lab available between 3:00 and 3:45 p.m. for makeup work.
B. Reports pertaining to the subject being taught will be accepted as makeup. The make-up report’s length and format will be determined by the instructor.
C. Participation in student organizational activities may be counted as makeup. The Campus Director/Principal or designee shall have discretionary authority to approve any makeup for days missed beyond the 5-day limit.

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

15.4 Tardies
Students must be in class at the designated time or they will be counted tardy. The following schedule will be followed when applying tardies to the absence policy:
A. Any tardy up to one (1) hour in length will be equivalent to a .33 absence
B. Any tardy from one (1) hour to two (2) hours will be equivalent to a .66 absence.
C. Any tardy after two (2) hours will be equivalent to a full days (1.00) absence.
D. Tardies will also be assessed appropriately for leaving class early.

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
<tr>
<td>N</td>
<td>No Grade</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

☒ All Incompletes must be made up within 2 weeks.

If a student exceeds five (5) absences within a 9 week grading period and required makeup work is not completed (a maximum of only three (3) excused absences can be made up), they shall automatically receive a
grade of “N” for that time period. Students who receive an "N" for attendance will be given a numerical grade of 59. If the earned average is lower than 59 they will receive the lower actual average.

17.0 Adult Student Attendance Policy

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

17.2 Makeup
Seat time makeup may be made up for documented absences with due dates determined by the instructor. Documentation should be turned in to the Full-time Adult Secretary and will be approved by the Campus Director/Principal. Documentation is not required to make up work or daily grades but is required for missing a test.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

All Incompletes must be made up within 2 weeks.

Variances from the above policy shall be addressed in the individual handbooks.

19.0 Repeated Courses
A student may repeat up to four (4) courses or units as specified by the Course of Study in which the original grade was D or F and have only the second grade count in the calculation of the student’s retention grade point average. Students who repeat courses beyond the first four courses of D or F may do so with both the original grades and the repeat grades included in the calculation of the retention grade point average.
20.0 **Report Cards**  
Grades of each secondary student will be sent to their partner high school for recording on the student’s transcript. The student’s partner school will then give out report cards according to their school schedule. Academic progress reports will be mailed to parent(s) and guardian(s) as the need arises. Adult grades are available, upon request, from their instructor.

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

22.0 **Certification Testing**  
Every student who has completed skill-related training for a career major, who has passed all related competency-based performance evaluations and who is considered ready to test by the instructor is required to take industry recognized/endorsed certification and/or licensure exam. With the approval of the program director, exceptions may be made if the policy poses a financial burden on the student.

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

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

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

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

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

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

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

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

26.0 **Refunds**  
(see refund definition below)  
Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center will be issued to the person from whom money is received and will be made as follows:

A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.
A student’s Return to Title IV aid, for those who have received Title IV funds during the 2018/19 school year, is calculated in accordance with the Return of Title IV Funds law addressed in Section 47.11.

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

Refunds due will be processed automatically, without request from students, once all withdrawal procedures are complete.

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

VA Beneficiaries: GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an educational assistance programs administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

26.1 Refund Definition
Refers to refund of tuition and fees that the school makes to a student or funding source after the student has withdrawn or is dropped from school. The actual amount of the refund is determined according to the school’s policy. However, if the student received financial aid from the Student Federal Financial Assistance Programs under Title IV (with the exception of College Work Study), a portion of the refund must be returned to those funding sources. GPTC calculates the return of these “title IV funds” based on the payment period. Funds are returned to programs in the following order:

A. Federal Pell Grant
B. Federal Supplemental Opportunity Grants
C. Other SFA Programs
D. Other federal, state, private or institutional sources of aid.

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

GPTC will return their portion of unearned aid within 30 days of the date the financial aid office was made aware of the student’s last date of attendance. **NOTE: GPTC does not participate in student loan programs.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

38.0 Diabetic Medical Management
In accordance to The Diabetes Management Schools Oklahoma Statues 121096 of Title 70, Great Plains Technology Center will have on file a “Diabetic Medical Management Plan” on all high school students with diabetes and allow these students to self-manage their diabetes on school property. A copy of the student’s “Diabetic Medical Management Plan” will be provided by the student’s partner school and a copy will be kept in the student’s records, by the student’s teacher and by the school nurse. The teacher, school nurse, and other personnel will be directed in the individual needs of the student by the student’s “Diabetic Medical Management Plan” in order to provide a safe and optimal learning environment for the student with diabetes.
39.0 Communicable Disease Policy
GPTC strives to provide a safe environment for all students and employees that is conducive for education and training. Communicable diseases are transmitted from person to person. Early identification signs and symptoms of communicable disease is extremely important to increase the health of the school and decrease school absenteeism. For the protection of all students and staff, individuals should be kept home or will be sent home in the following situations:

- Individuals with a fever of 100 degrees or more will be sent home and may return when the individual is fever free for a 24 hour period without the use of fever reducing medications (Tylenol, Motrin, etc.).
- Individuals with vomiting and/or diarrhea will be sent home and may return when the individual has not had an episode for a 24 hour period without the use of medication (Imodium, Pepto Bismol, etc.).
- Individuals with any type of rash will be sent home. A rash is defined as an eruption or oozing of the skin. Individuals may return the following day if the rash is no longer visible. If the rash remains, then a clearance must be obtained from a physician stating the diagnosis and they are clear to return to school.
- Individuals with any inflammation of the eye or lid will be sent home and may return to school when a clearance has been obtained by a physician.

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

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

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

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

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

40.3 Overlap with Other Technology Center Policies
The technology center recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the technology center's current policies regarding employees, students, parents and individuals on technology center premises or attending technology center events. The technology center will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the technology center will consider and/or examine technology center policies in order to assess whether revisions, if any, may be needed to a technology center policy in order to comply with state and federal law.
40.4 Employees
Employees of the technology center are expected to comply with state and federal law at all times as a term of their continued employment with the technology center. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download) Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

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

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

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

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

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

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

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

42.4 Network Etiquette
You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited, to the following:
A. Be polite. Do not get abusive in your messages to others.
B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
C. Illegal activities are strictly forbidden.
D. Do not reveal personal address, phone numbers or personal information of yourself, students, or colleagues.
E. Electronic communications are not guaranteed to be private. System Administrators have access to all electronic communication. Electronic communications relating to or in support of illegal activities may be reported to the authorities.
F. Do not use the network in such a way that you would disrupt the use of the network by other users.
G. All communications and information accessible via the network should be assumed to be property of Great Plains Technology Center school district.
42.5 Responsibility
Great Plains Technology Center school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. Great Plains Technology Center school district will not be responsible for any damages. This includes but is not limited to: loss of data resulting from equipment failure, delays, non-deliveries, misdeliveries or service. It is the student’s responsibility to keep backup copies of their data. Great Plains Technology Center school district is not responsible for data that is lost or damaged. Great Plains Technology Center school district specifically denies any responsibility for the accuracy or quality of information obtained through these services.

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

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

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

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

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

43.0 Social Media Policy

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

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

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

A. The network is intended for education/business purposes.
B. All activity over the network or using district technologies may be monitored and retained.
C. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
D. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
E. Misuse of school resources can result in disciplinary action.
F. We make a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
G. Users of the network or other technologies shall alert IT staff at helpdesk@greatplains.edu or 351-6710 immediately of any concerns for safety or security.
In conjunction with Great Plains Technology Center’s Internet Acceptable Use Policy, GPTC will grant controlled access to all social media accounts for educational purposes. These requests must be made in writing, with an educational/business purpose identified, and approved by the supervisor and director of information technology.

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

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

Proper use and training include but are not limited to:

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

43.2 Professional Boundaries

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

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

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

Acceptable use includes:

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

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

43.3 Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an instructor, supervisor, or IT department at helpdesk@greatplains.edu or 351-6710 immediately. Users should never share confidential, personal or financial information.
43.4 **Cyberbullying**
Cyberbullying will not be tolerated. Engaging in cyberbullying or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. All activities are monitored and retained.

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

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

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

44.0 **Student Right to Know**
Information regarding graduation/completion and transfer out rate is available on the National Center for Education Statistics website at [www.nces.ed.gov/IPEDS](http://www.nces.ed.gov/IPEDS).

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

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

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

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

For more information about our graduation rates, the median debt of students who completed the program, approved Career Majors for Federal Financial Aid, and other important information, please visit our website at [www.greatplains.edu](http://www.greatplains.edu).

### Crime Statistics on GPTC Campuses (FY2018):

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assaults</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Motor Theft</td>
<td>0</td>
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</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Manslaughter</td>
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</tbody>
</table>
### Statistics on Arrests

<table>
<thead>
<tr>
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<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violation</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Frederick Campus

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assaults</td>
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<td>Burglary</td>
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<td>Arson</td>
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<tr>
<td>Manslaughter</td>
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</table>

### Clery Act / Violence Against Women Act Compliance

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

1. **Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

2. **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

3. **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and

47.0 **Domestic Violence/Violence Against Women**

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

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

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

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

48.0 **Financial Aid**

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

48.1 **Philosophy of Financial Aid**

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

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

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

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

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

48.2.1 **Admissions Requirements and Title IV Eligibility**

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

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

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

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

C. To receive Federal Student Aid Funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

   (1) Has a high school diploma. This can be from a foreign school if it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
(2) Has the recognized equivalent of a high school diploma, such as a general educational Development or GED certificate; or has completed homeschooling at the secondary level as defined by state law.

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

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

F. Have a valid verifiable Social Security Number.

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

H. Certify that he/she will use federal student financial aid only to pay for educational cost.

I. Is not in default on any Title IV, HEA Loan Program.

J. Must not owe an overpayment on a Pell Grant or Supplemental Educational Opportunity Grant received at any institution.

K. Must not have borrowed in excess of the annual or aggregate loan limits or received Pell for twelve (12) semesters (600% lifetime eligibility).

L. Must not have property subject to a lien for debt owed to the United States.

M. Comply with our Satisfactory Academic Progress (SAP) included in the Great Plains Technology Center’s Student Handbook.

N. Must not have any disqualifying drug convictions; and

O. Have a financial need, if applicable.

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

### 48.2.2 Admissions Procedure

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

A. Meet with a Great Plains Technology Center Career Counselor.

B. Complete and Submit Application to attend Great Plains Technology Center.

C. Provide official assessment results or schedule assessment as required.

D. Provide verification documents if required for Career Major desired such as copies of official high school transcripts in a sealed envelope from high school, or GED.

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

### 48.2.3 Eligibility of Financial Aid After Drug Conviction

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

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

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense – 1 year from the date of conviction</td>
<td>2 years from the date of conviction</td>
</tr>
<tr>
<td>2nd Offense – 2 years from the date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3+ Offense – Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>
If a student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different the student will be ineligible for the longer period.

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

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

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

Standards for a qualified drug rehabilitation program must include:
A. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
B. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
C. Be administered or recognized by federal, state or local government agency or court.
D. Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Students are given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C 1091(r)(1).

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

48.3 Payment Schedule and Satisfactory Progress

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

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

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

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

Satisfactory progress is determined at payment period intervals.

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

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

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

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

C. All students must complete the program within one and one-half (1 1/2) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.

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

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

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

All clock hours at the Institution and transfer hours must be counted toward the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame. Students must also meet the attendance requirement as outlined in the Great Plains Technology Center Student Handbook.

**Academic Year Definition:**
Great Plains Technology Center academic year is defined as 900 clock hours and 26 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

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

*Example: For all 1050 clock hour Career Majors, a student is evaluated at the increments in which the student is scheduled to reach 450 clock hours.*

*Example: For the 707 clock hour Firefighter Career Major, a student is evaluated at the increments at which the student is scheduled to reach 353 clock hours.*

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 clock hours or at the time of actual completion of the remaining hours, whichever occurs first.

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

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

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.
Returning Student From A Leave of Absence or Withdrawal:
All students who have withdrawn or taken a Temporary Interrupt (leave-of-absence) and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

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

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

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

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

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

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

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

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

48.4 Student Right and Responsibilities of Recipients

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

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

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

B. What records are needed to complete the FAFSA?
   (1) Most recent U.S. Federal Tax Return (Form 1040, Form 1040A, or form 1040EZ)
   (2) Records of untaxed income
   (3) Current bank statements/balances
   (4) Business and/or farm income records
   (5) Records of stocks, bonds, or other investments
   (6) Driver’s license and social security card

C. Instructions for completing the FAFSA
   (1) Your application can only be filed online for the 2019-20 school year. Go to www.fafsa.ed.gov and follow the instructions carefully.
   (2) If you need the Financial Aid Coordinator to assist you with your application, call 250-5534 to make an appointment.
   (3) Great Plains Technology Center’s school code is 010717. Our school is identified by this number. Your information will be downloaded to the financial aid office and will be processed as it is received.
   (4) You should receive notification by email from the Department of Education when your FAFSA is processed.
   (5) Great Plains Technology Center will send you a tracking letter by mail. The tracking letter will instruct you as to what documents are required to process your award. Submit documents to: Dustin Davidson, Financial Aid Coordinator, Building 100, Room 107, phone 580-250-5534, email address is ddavidson@greatplains.edu.
   (6) You will receive an Initial Award Letter from Great Plains Technology Center once you are determined to be eligible and your information is correct.

Financial Aid Distribution Dates for the 2019-20 school year:

    July 16, 2019
    August 20, 2019
    September 12, 2019
    October 10, 2019
    November 14, 2019
    December 10, 2019
    January 16, 2020
    February 13, 2020
    March 10, 2020
    April 16, 2020
    May 14, 2020
    June 11, 2020
In order to receive a Federal Financial Aid check on one of the disbursement dates listed above students must have submitted all required documentation to the Financial Aid office by the 15th of the previous month of scheduled distribution date.

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

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

### Additional Information for FLEX Practical Nursing Students.

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

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

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

### 48.6 Types of Financial Aid Available

**Federal Pell Grant**
The Federal Pell Grant is a federally funded grant program, which provides up to $5,910 per year to post-secondary students enrolled in a Full Time Adult Career Major. Free applications for Federal Financial Aid may be obtained from the Financial Aid Office, Building 100, Room 107.

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

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

### 48.9 Oklahoma Tuition Aid Grant (OTAG)
Student State Incentive Grants are known in Oklahoma as Oklahoma Tuition Aid Grants (OTAG). Application is made using the same application for PELL. The grants pay up to ¾ the cost of tuition for eligible residents of Oklahoma. Eligibility is based upon full time enrollment, status as a resident, and need for the grant that is evident by an analysis of application information. Students are advised of awards by letter from the Oklahoma State Regents of Higher Learning. Payment is made by check, usually once in the Fall and another in the Spring.
Verification

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

Refund Policy as Related to Receipt of Title IV Financial Assistance

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

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

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

Other Outside Sources of Aid

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

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

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

DR. GEORGE BRIDGES NEXT STEP SCHOLARSHIP – The Next Step Scholarship is a one-time tuition scholarship. The maximum award is $2100 toward tuition at Great Plains Technology Center. The scholarship is applied toward tuition for a full-time career major or may be applied toward an ACD (evening) class. The waiver may be used for classes, taken in an approved sequence education plan, and completed by one year from the date of the scholarship. Applicants must apply within 2 years of high school graduation and have graduated from a high school within the Great Plains School District #9.

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

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

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

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

The law now specifies how the school must determine the amount of Student Financial Aid program assistance a student earns if the student withdraws. The law requires when a student withdraws during a payment period or period of enrollment for which the student has been charged, the amount of Student Federal Financial Aid the student has earned up to that point is determined using a specific formula. If the student received (or the school applied the aid to tuition and/or fees and/or books) less assistance than the amount that the student earned, the student will be able to receive those additional funds. IF the student received more assistance than the student earned, the excess funds must be returned.
When a student applies for financial aid, the student signs a statement that they will use the funds for educational purposes only. Therefore, if the student withdraws before completing the career major, a portion of the funds they receive may have to be returned. Great Plains Technology Center will calculate the amount of tuition to be returned to the Federal Fund programs according to the policies listed below.

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

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

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

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

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

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

**Official Withdrawal Process**

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

**Unofficial Withdrawal Process**

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

**Withdraw before 60%**

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

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

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

**Earned Aid at 60%**

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

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

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

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

If a student did not receive all of the funds that he/she has earned, he/she may be due a post-withdrawal disbursement. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.
Great Plains Technology Center will issue a grant overpayment notice to a student within 30 days from the date of the school’s determination that student withdrew, giving the student 45 days to either:

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

**Order of Return**

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

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

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

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

**Institutional Responsibilities**

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

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

**Overpayment of Title IV**

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

**Student Responsibilities in Regard to Return of Title IV Funds**

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

**Refund vs. Return to Title IV**

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

**Return to Title IV Questions?**

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

**49.0 Tuition Payment & Out of District Fee**

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

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

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

Great Plains Technology Center offers the opportunity for every student to participate in one of six (6) student organizations. These organizations are considered an integral part of each program offered at Great Plains Technology Center and are sponsored by the instructors. Each career major is part of a division within education, and each division sponsors a student organization. The seven (7) organizations, along with their respective divisions, represented at Great Plains Technology Center (Comanche County Campus) are as follows: Business Professionals of America (BPA), Business Education Division; Health Occupations Students of America (HOSA), Health Service Careers; SkillsUSA, Trade and Industrial Education Division; Technology Students of America (TSA), STEM Division; Family, Career and Community Leaders of America (FCCLA), Family Consumer Sciences Education Division, and Educators Rising, Guidance Division; Future Educators Association (FEA). Great Plains Technology Center (Tillman/Kiowa County Campus) offers: BPA, SkillsUSA, & HOSA only.

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

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

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

53.0 Student Organization Policies And Regulations

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

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

53.3 Activity Trips Fees
If a trip involves a fee, in most cases this fee will be paid by the organization’s activity account. If a student commits to attend the trip and the fee is prepaid, that student must attend the trip or reimburse the organization the total amount prepaid.
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<thead>
<tr>
<th>Cluster → Pathway → Program</th>
<th>Tuition</th>
<th>Additional Fees</th>
<th>Total Cost</th>
<th>Hours</th>
<th>Length</th>
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<td>$2,100.00</td>
<td>$145.00</td>
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<td>1050</td>
<td>9 mo</td>
<td>Every 6 wks.</td>
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<td>$2,245.00</td>
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<td>Every 6 wks.</td>
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<td>Every 6 wks.</td>
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<td>$3,074.50</td>
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<td>705</td>
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<td>$2,100.00</td>
<td>$249.00</td>
<td>$2,349.00</td>
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<td>$2,199.00</td>
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</table>

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

*Requires Prerequisite  ◆ ** Not Pell Eligible

Tuition and fees or documentation from your funding agency is due by the first day of class each semester.

Students who are enrolled in a career major for more than 10 scheduled school days will be responsible for the full semester’s tuition and fees, regardless of enrollment or funding status.

Board Approved 5/7/2019
<table>
<thead>
<tr>
<th>Cluster → Pathway → Career Major</th>
<th>Tuition</th>
<th>*Additional Fees</th>
<th>Total Cost</th>
<th>Hours</th>
<th>Length</th>
<th>Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nurse TRADITIONAL - K. Shirey</td>
<td>$2,926.00</td>
<td>$3,364.45</td>
<td>$6,310.45</td>
<td>1463</td>
<td>12 mo.</td>
<td>June</td>
</tr>
<tr>
<td>Practical Nurse FLEX DAY AUGUST - K. Shirey</td>
<td>$2,926.00</td>
<td>$3,364.45</td>
<td>$6,310.45</td>
<td>1463</td>
<td>12-24 mo.</td>
<td>August</td>
</tr>
<tr>
<td>Practical Nurse FLEX DAY FEBRUARY - K. Shirey</td>
<td>$2,926.00</td>
<td>$3,364.45</td>
<td>$6,310.45</td>
<td>1463</td>
<td>12-24 mo.</td>
<td>February</td>
</tr>
<tr>
<td>&quot;Advanced Respiratory Therapist - A. Reid Tuition and Funding are through Cameron University&quot;</td>
<td>$-</td>
<td>$3,677.50</td>
<td>$3,677.50</td>
<td>1463</td>
<td>16 mo.</td>
<td>August</td>
</tr>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Radiologic Technology - C. Baxter Tuition and Funding are through Cameron University&quot;</td>
<td>$-</td>
<td>$2,153.00</td>
<td>$2,153.00</td>
<td>1463</td>
<td>22 mo.</td>
<td>August</td>
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<tr>
<td><strong>HEALTH SCIENCES</strong></td>
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<td></td>
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</tr>
<tr>
<td>Surgical Technologist - A. Tahah</td>
<td>$2,570.00</td>
<td>$1,579.50</td>
<td>$3,649.50</td>
<td>1185</td>
<td>9 mo.</td>
<td>August</td>
</tr>
</tbody>
</table>

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

**FREDERICK CAMPUS**

<table>
<thead>
<tr>
<th>Cluster → Pathway → Program</th>
<th>Tuition</th>
<th>Additional Fees</th>
<th>Total Cost</th>
<th>Hours</th>
<th>Length</th>
<th>Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGRICULTURE FOOD &amp; NATURAL RESOURCES</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural &amp; Machinery Repair Technician - J. Gellert</td>
<td>$3,180.00</td>
<td>$549.00</td>
<td>$3,729.00</td>
<td>1590</td>
<td>15 mos.</td>
<td>August</td>
</tr>
<tr>
<td><strong>ARCHITECTURE &amp; CONSTRUCTION</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Residential Carpentry - B. Smith</td>
<td>$2,100.00</td>
<td>$810.00</td>
<td>$2,910.00</td>
<td>1050</td>
<td>9 mos.</td>
<td>August</td>
</tr>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Nurse Day Flex August - L. Givens</td>
<td>$2,926.00</td>
<td>$3,127.50</td>
<td>$6,053.50</td>
<td>1463</td>
<td>12-24 mos.</td>
<td>August</td>
</tr>
<tr>
<td>Practical Nurse Day Flex February - L. Givens</td>
<td>$2,926.00</td>
<td>$3,127.50</td>
<td>$6,053.50</td>
<td>1463</td>
<td>12-24 mos.</td>
<td>February</td>
</tr>
<tr>
<td><strong>HUMAN SERVICES</strong></td>
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<td></td>
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<tr>
<td>Cosmetology</td>
<td>$3,000.00</td>
<td>$952.25</td>
<td>$3,952.25</td>
<td>1500</td>
<td>9 mos.</td>
<td>Aug &amp; Jan</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
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</tr>
<tr>
<td>Multimedia Assistant - M. Fritts</td>
<td>$2,100.00</td>
<td>$84.00</td>
<td>$2,184.00</td>
<td>1050</td>
<td>9 mos.</td>
<td>August</td>
</tr>
</tbody>
</table>

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

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

Tuition and fees or documentation from your funding agency is due by the first day of class each semester. Students who are enrolled in a program for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.
Contact Student Office for a paper copy of the Student Handbook. Contact Student Services for a copy of the General Information about Great Plains Technology Center booklet, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director - Principal for questions concerning FERPA.

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

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### What to Disclose, When, and to Whom

<table>
<thead>
<tr>
<th>What: Institutional Information (668.43)</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| Upon Request                           | • Cost of attending school i.e.: Tuition and Fees  
                                         • Institutional Refund Policy  
                                         • Requirements for officially withdrawing from school  
                                         • Requirements for return of Title IV, HEA grant or loan aid  
                                         • Information regarding the programs, institutional facilities and faculty  
                                         • Entities that accredit, license, or approve the school and its programs and procedures for reviewing school’s accreditation, licensing, or approval documentation  
                                         • Description of any special services and facilities for disabled students  
                                         • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them | • Student Handbook  
http://www.greatplains.edu/ 
Student Handbook Tab Booklet  
• U.S. Dept of Ed's College Opportunities website:  
http://nces.ed.gov/IPEDS  
Click on IPEDS COOL  
Search for Great Plains Technology Center  
• Application Information Booklets |

<table>
<thead>
<tr>
<th>What: Financial Assistance Information (668.42)</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| Upon Request                                  | • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award  
                                         • Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements | • Student Handbook  
http://nces.ed.gov/ipeds  
• Tech – Tab Booklet  
• Application Information Booklets  
• Studentaid.ed.gov  
http://www.greatplains.edu |

<table>
<thead>
<tr>
<th>What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| Upon Request              | • Right to and procedures for inspecting and reviewing student’s education records  
                                         • Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights  
                                         • Right to consent to disclosure of personally identifiable information contained in student’s education records  
                                         • Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements  
                                         • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent | • Student Handbook  
http://www.greatplains.edu/ 
student-resources/  
• Great Plains Technology Center Policy and Procedures Manual |

<table>
<thead>
<tr>
<th>What: Completion/Graduation Rate and Transfer-Out Rate (668.45)</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| When: Annually by July 1                                      | • The institution’s completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion  
                                         • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours  
                                         • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
                                         • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants  
                                         • Retention rates of certificate or degree-seeking first-time full-time undergraduate students. | • U.S. Dept of Ed’s College Navigator website:  
http://nces.ed.gov/IPEDS  
• Great Plains Technology Center website at  
www.greatplains.edu |

<table>
<thead>
<tr>
<th>What: Campus Security Report (668.46)</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| When: Annually by Oct. 1            | • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson  
                                         • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim’s actual or perceived race, gender, sexual orientation, ethnicity, or disability)  
                                         • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; (2) persons referred for campus disciplinary action for such violations  
                                         • Policies concerning the security of and access to campus facilities and procedures to report campus crimes  
                                         • Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state undergraduate drinking laws and federal and state drug laws  
                                         • Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses. | • Student Handbook  
http://www.greatplains.edu/ 
student-resources/  
• U.S. Dept of Ed’s College Navigator website:  
http://nces.ed.gov/IPEDS  
Search for Great Plains Technology Center.  
• Great Plains Technology Center website at  
www.greatplains.edu  
• Great Plains Technology Center Intranet |
NOTICE OF NONDISCRIMINATION

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers
Lawton campus—Joelle Jolly or Morgan Gould at 580.355.6371
Frederick campus—Mandy Carter or Ken McKee at 580.335.5525

College Navigator Website
- U.S. Dept of Ed’s College Navigator website: http://nces.ed.gov/IPEDS Search for Great Plains Technology Center

Student Body Diversity
- U.S. Dept of Ed’s College Navigator website: http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&s=all&id=364548&enrol mt. Search for Great Plains Technology Center

Net Price Calculator
- http://www.greatplains.edu/student-resources/

Text Book Information/information for College Bookstores
- Non-Medical and Medical Application Information Booklets
  - www.greatplains.edu
  - Great Plains Technology Center Courses of Study, http://www.greatplains.edu/adults/lawton-career-majors/

Transfer of Credit/Articulation Agreements
- TechTab
  - www.greatplains.edu

Vaccination Policy
- Medical Application Information Booklets

National Student Loan Data System (NSLDS)

Voter Registration
- Applications are located in Building 100 or online at http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/
  - Applications are given to students at Orientation

Drug and Alcohol Prevention Information
- Great Plains Technology Center Policy and Procedures Manual
  - Student Handbook

Copyright Infringement
- Great Plains Technology Center Policy and Procedures Manual
  - Student Handbook

Penalties for Drug Law Violations
- Great Plains Technology Center Policy and Procedures Manual
  - Student Handbook

Internet Use Policy
- Great Plains Technology Center Policy and Procedures Manual
  - Student Handbook

Absence Policy
- Student Handbook

Gainful Employment Disclosures
- Great Plains Technology Center’s website at http://www.greatplains.edu/adult/career-majors-approved-for-federal-financial-aid/

GED Prep Course
- Contact Great Plains Technology Center 580-355-6371