

CHISHOLM TRAIL TECHNOLOGY CENTER
Student Handbook
2018-2019

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CTTC Handbook Board Approved June 2018

Chisholm Trail Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, qualified disability or veteran status in any of its practices, policies, or procedures. Inquiries concerning this policy may be directed to Ronda Simpson, principal, Judy Shaffler, business manager, or Paul Hursh, BIS director, Chisholm Trail Technology Center, 283 State Hwy 33, Omega, OK 73764.

Chisholm Trail Technology Center no discrimina por motivos de raza, color, origen nacional, sexo/ género, edad, religión, discapacidad calificada o limitaciones personales en cualquiera de sus prácticas, políticas o procedimientos. Las preguntas relacionadas con esta política pueden ser dirigidas a Ronda Simpson, director, Judy Shaffler, gerente de negocios, o Paul Hursh, director de BIS, Chisholm Trail Technology Center, 283 State Highway 33, Omega, OK 73764.

The current Board of Education Policy and Procedure Manual shall supersede information in this handbook.
Oklahoma Hearing Impaired Network (Relay) Voice User – 1-800-522-8506 and TDD User 1-800-722-0352

PURPOSE/RECEIPT OF STUDENT HANDBOOK

The Student Handbook informs students of the policies and procedures of Chisholm Trail Technology Center. The handbook has been approved by the Administration and the Board of Education and should be read as a reference to questions which may arise during the school year. Students are responsible for knowing and abiding by these and other policies and procedures which may be prepared and posted throughout the year. The Student Handbook is accessible at: www.cttc.edu.

All students must sign a Receipt of Student Handbook/Statement of Compliance acknowledging receipt of the Student Handbook and agreeing to abide by all policies and procedures. Students under 18 years of age must have a parent/guardian signature.

CHISHOLM TRAIL TECHNOLOGY CENTER DISTRICT

Chisholm Trail Technology Center, District #26, serves the school districts of Dover, Kingfisher, Lomega, Watonga, and the former Hitchcock school district.

PUBLIC NOTICE

Notice to all area students, parents, staff, employees, and temporary work persons entering our campus. Asbestos is a known potential health hazard. No Asbestos Containing Materials (ACM) have been found in any of our buildings on the main campus. Chisholm Trail Technology Center is notifying the public that all its buildings are asbestos free and comply with the Asbestos Hazard Emergency Response Act (AHERA).

ORGANIZATIONAL CHART

See Appendix B.

NONDISCRIMINATION

Chisholm Trail Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, qualified disability or veteran status in any of its practices, policies, or procedures. Inquiries concerning this policy may be directed to Ronda Simpson, Principal; Judy Shaffler, Business Manager; or Paul Hursh, BIS Director, Chisholm Trail Technology Center, 283 State Hwy 33, Omega, OK 73764.

ACCREDITATION

Chisholm Trail Technology Center is accredited by the Oklahoma Department of Education, Oklahoma Board of Career & Technology; State of Oklahoma Accrediting Agency; and approved for Title IV Federal Pell Grants, Oklahoma Tuition Aid Grants, Vocational Rehabilitation, and the Workforce Investment Act. The Automotive Service Technology program is ASE (Automotive Service Excellence) certified by the National Automotive Technicians Educational Foundation, Inc. The Practical Nursing program has the approval of the Oklahoma Board of Nursing. The Cosmetology Program is licensed by the Oklahoma State Board of Cosmetology. Current or prospective students wishing to review documents describing Chisholm Trail Technology Center's accreditation, approval, or licensing may request such documents from the Superintendent.

DRUG-FREE SCHOOL AND WORKPLACE

STUDENTS

In recognition of the clear danger resulting from drug abuse, and in a good faith effort to promote the health, safety, and well-being of students, employees, and the community, it is the policy of the Chisholm Trail Technology Center Board of Education to provide a drug-free school and workplace in compliance with the Drug-Free Workplace Act of 1988 (P.L. 101-690) and the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

Chisholm Trail Technology Center prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanction(s) will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Any student found to be in possession of controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability. A student suspended may appeal the suspension to the Board of Education.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs brought onto school buses or school property and submit such drugs to proper authorities for analysis. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

EMPLOYEES

Chisholm Trail Technology Center prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during employee's work hours or in the performance of duties for Chisholm Trail Technology Center. Each employee will attend a district Drug-Free Awareness Program at which employees will be informed about the dangers of drug abuse in the workplace; the district policy of maintaining a Drug-Free Workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Disciplinary sanctions will be imposed on any employee who violates the Drug-Free Workplace Policy, and will be subject to disciplinary action which may include employment termination.

DRUG PREVENTION PROGRAM

Chisholm Trail Technology Center recognizes its responsibilities to provide a program of drug prevention so that all students are made aware of the physical and psychological dangers incurred through the use of illicit drugs and alcohol. Programs are held annually to inform students and employees of:

1. Chisholm Trail Technology Center's Drug-Free School & Workplace Policy;
2. Health risks associated with the use of illicit drugs and alcohol;
3. Description of available drug and alcohol counseling, treatment, and rehabilitation programs; and
4. Disciplinary sanctions imposed for the use of illicit drugs and alcohol.

In order to increase awareness of the potential hazards associated with drug abuse, the following specific drugs and their effects are presented.

Tobacco/Nicotine: Tobacco use has been implicated in cancers of the lungs, mouth, throat, larynx, esophagus, stomach, pancreas, uterus, cervix, kidney, bladder, and some forms of leukemia. Tobacco/nicotine use has also been found to cause cardiovascular disease, heart attack, strokes, and pulmonary diseases, such as sinusitis, bronchitis, pneumonia, and emphysema. CTTC has been designated as a Tobacco Free Campus.

Alcohol: Short term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, and irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome). Long-term effects of alcohol abuse include damage to the liver, heart, brain, ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with barbiturates/depressants can prove to be deadly.

Cannabis: marijuana, hashish, and hashish oil. Cannabis impairs short-term memory, comprehension, concentration, coordination, and motivation, and may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke and is associated with chronic lung disease and possibly lung cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Cocaine/Crack: Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, hallucinations, loss of appetite, insomnia, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Barbiturates/Depressants: downers, Quaaludes, Valium, etc. Depressants slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Hallucinogens: LSD, PCP, angel dust, etc. Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instincts. Use may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Narcotics: heroin, morphine, opium, codeine, meperidine, methadone, smack, horse, Demerol, Percodan, etc. Narcotics usually produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Anabolic Steroids: Steroids affect the liver, cardiovascular, and reproductive systems. Other side effects include kidney tumors, severe acne, and trembling. In males, steroids can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with menstrual irregularities, breast reduction, and sterility. Psychological effects in both sexes include aggressive, combative behavior known as "roid rage" and depression.

Inhalants: Long-term use can cause weight loss, fatigue, electrolyte (salt) imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over a number of years can cause permanent damage to the nervous system, which means greatly reduced physical and mental capabilities. In addition, long-term sniffing of certain inhalants can damage the liver, kidneys, blood, and bone marrow.

ASSISTANCE AVAILABLE

Chisholm Trail Technology Center does not sponsor any drug or alcohol counseling, treatment, or rehabilitation. Students needing referral will receive a list of community agencies that provide counseling assistance for chemical dependency.

SUSPICION OF DRUG/ALCOHOL USE OR POSSESSION

It is the policy of the Chisholm Trail Technology Center Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his/her possession, alcoholic beverages, including 3.2 beer, or a controlled substance as defined by law, shall immediately notify the superintendent of such suspicions. Such persons shall not be subject to civil liability. The superintendent shall immediately notify the parent or legal guardian of said student, if possible.

LEGAL SANCTIONS

Local, state, and federal laws provide for a variety of sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended and adopted by the United States Congress, provides penalties including imprisonment ranging up to life in prison, fines up to four million dollars, and forfeiture of property for the unlawful possession or distribution of controlled substances.

Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense, a controlled dangerous substance or a counterfeit substance, shall be guilty of a felony and may be imprisoned up to 20 years and fined up to \$100,000 depending on the type of controlled substance involved. Subsequent convictions shall be punishable by twice the imprisonment and fine otherwise authorized.

Local laws are similar to federal and state laws. If drugs are involved, local authorities may defer to the state or federal authorities, because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

REVIEW OF DRUG PREVENTION PROGRAM

A review of the Drug Prevention Program is conducted annually. The review is used to determine the effectiveness of the program and to implement changes as needed.

WEAPON-FREE SCHOOL

Chisholm Trail Technology Center complies with the Gun-Free School Act. A student who uses or possesses a firearm or weapon at school, any school-sponsored event, or in or upon any school property, including transportation, or school-sponsored transportation, will be suspended from school for up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent. Firearms and weapons will be confiscated and released only to law enforcement authorities.

Students with disabilities will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to 10 days and placed up to 45 days in an alternative educational setting.

HARASSMENT

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. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

Statement of Legislative Mandate and Purpose:

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

The Chisholm Trail Technology Center's student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy:

The board of education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:
70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:
A. Harm another student;
B. Damage another student's property;
C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard: In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Chisholm Trail Technology Center.

Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. CTTC is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Chisholm Trail Technology Center Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students:

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
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6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

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

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

"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:

1. The matter should immediately be reported to the building 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 building

principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

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

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information. (See Appendix E for Harassment/Bullying Incident Report Form).

STUDENT CUMULATIVE RECORDS

Cumulative records are maintained for each student who is or has been enrolled. These records contain the progress of the student, and include, but are not limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, personal and family background, work experience, and work habits and attitude. These records are kept in order to assist in job placement and to accurately answer inquiries from prospective employers. Students and/or parents/guardians have the right to inspect these records. Records of students 18 years of age and older will be released to parents/guardians if the student is listed as a dependent on the parent/guardian income tax records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) COMPLIANCE

In accordance with the Family Educational Rights & Privacy Act of 1974, as amended, the following student rights are afforded to all eligible students and a student's parent(s) at Chisholm Trail Technology Center:

- 1) The right to inspect and review students' educational record;
- 2) The right to exercise a limited control over other people's access to the student's education record;
- 3) The right to seek to correct the student's education record, in a hearing, if necessary;
- 4) The right to report violations of FERPA to the Department of Education; and
- 5) The right to be informed about FERPA rights.

Chisholm Trail Technology Center's FERPA Compliance Policy is available upon request from the Superintendent. Chisholm Trail Technology Center designates the following personally identifiable information as directory information and will disclose this information without prior written consent or a record of disclosure:

- 1) the student's name, address, telephone listing, and electronic mail address;
- 2) the student's place and date of birth;
- 3) the student's grade level;
- 4) the student's extracurricular participation, achievement awards and honors;
- 5) the student's photograph;
- 6) Career Major of Study;
- 7) Dates of attendance;
- 8) the school the student attended before enrolled at Chisholm Trail Technology Center, and for high school students, the sending school the student is currently attending.

Students may withhold directory information by notifying the superintendent in writing within ten (10) calendar days after receipt of the list of directory information, of any or all of the items not permitted to be designated as directory information about the student. The student's record will be marked to indicate the items which may not be released. This designation will remain in effect until modified by written direction of the student's parent or the eligible student.

In the event that a student wishes to seek amendment of educational records they feel are inaccurate the student must notify the Superintendent in writing addressing the amendments they are requesting. Upon receipt of the written request the Superintendent will investigate the matter and the student will be notified in writing whether or not the record will be amended.

CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990 (P.L. 101-542)), all criminal offenses occurring at Chisholm Trail Technology Center must be reported to the superintendent. Chisholm Trail Technology Center will report these offenses to the Kingfisher County Sheriff and will assist the agency in the investigation of the offense.

Annually, information will be made available to all students regarding:

- ❖ procedures to follow in reporting criminal actions and emergencies,
- ❖ statistics concerning the number of criminal offenses reported to campus security authorities or local sheriff agencies,
- ❖ personal security procedures and practices to prevent crimes,
- ❖ possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of all Federal and State drinking and drug laws.

A Campus Crime Security brochure is available at the front desk. A copy of the complete Campus Security Policy & Campus Crime Statistics Act is available upon request from the superintendent. Students will stay in designated area during breaks. Sitting in vehicles is not allowed.

Crimes Reported to Law Enforcement Agencies & CTTC Officials

Total Crimes Reported:	CTTC Campus			Non-Campus Bldgs./Property			Public Property			Total		
Offenses (includes attempts)	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by prejudice)												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Arrests & Referrals for:												
Liquor Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Violence Against Women												
Reauthorization Act (VAWA)												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

RIGHT TO KNOW DISCLOSURE

Analysis of Enrollment, Completion/Follow-up, and Wages of Program Completers, and the Student Right to Know Disclosure – See Appendix D and Appendix E.

ACCEPTABLE USE OF DISTRICT COMPUTERS, SOFTWARE, COMPUTER NETWORK, TELECOMMUNICATION RESOURCES, RELATED SERVICES AND THE INTERNET

The purpose of these procedures is to establish written guidelines to implement the Board of Education Policy on Acceptable Use of District Computers, Software, Computer Networks, Telecommunications Resources, Related Services and the INTERNET (District Computing Resources). These procedures may be changed upon approval of the Superintendent, consistent with the Board of Education Policy.

I. DEFINITIONS

BBS:	Bulletin Board Service
Board Member:	A member of the Board of Education of Chisholm Trail Technology Center who has been duly elected or appointed.
Client:	A customer who receives services through a seminar or program or through a contractual agreement with the District.
Computer Vandalism:	A malicious attempt to harm or destroy programs or data of another use, the INTERNET, other agencies or other computers or networks connected to the District Wide Area Network. This includes, but is not limited to, the uploading/downloading or creation of computer viruses.
Computer Virus:	A computer program that destroys data or executes to interfere with normal computer operations. Viruses are commonly introduced by copying infected diskettes or downloading infected files from a bulletin board service or INTERNET host.
District Computing Resources:	Computers, computer networks, cabling, hubs, file servers, telecommunications services and equipment owned or leased by Chisholm Trail Technology Center.

E-Mail:		Messages or documents transmitted electronically through a computer network.
Employee:		A person who is employed by the District on a full-time or part-time basis.
Guest:		A person who is not a Board member, student, client, or employee who uses any District computing resources under the supervision of a District employee.
INTERNET:	An	An international network of computers.
ListServe:		A service to which an INTERNET user may subscribe which automatically sends the user e-mail or documents related to a particular subject.
Network:		A group of computers cabled together, using software that allows the computers to share files, printers, or other peripherals.
Offensive:		E-mail, data, graphic, or programs which contain profanity, sexually-explicit materials, expressions of bigotry, hatred, or racial discrimination or is harassing, defamatory, antisocial, or pornographic in nature.
ONENET:		State of Oklahoma subnet of the INTERNET.
Student:		A person currently enrolled in a full-time, part-time, or short-term instructional program offered by the District.
System Administrator:		A person assigned to supervise and maintain a computer network.
User:		A board member, student, client, guest, or employee of the District who uses District-owned computers, computer software, the District Network, District INTERNET access, or any other District computing resource.

II. COMPUTER USE GENERAL

- A. Copyrighted Material - Illegal installation of copyrighted material is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned by the District without written consent of the copyright holder.
- B. Harassing or Inflammatory Material - Harassing or inflammatory material may not be transmitted via e-mail, posted on computers, posted to electronic bulletin boards or included in electronic news groups. Accessing, downloading or uploading e-mail, data, graphics, and/or programs considered offensive is prohibited.
- C. Acceptable Use
 1. District computing resources are intended for administration, education, and academic research only. No student, client, or guest may use computers in a classroom, lab, workshop, or office unless there is an instructor or other appropriate District employee present.
 2. Transmission of material violating federal or state regulations is prohibited. This material may include, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
 3. Use for private commercial activities is prohibited.
 4. Use or product advertisement, political lobbying, or distribution of religion material is also prohibited.
- D. Virus Checking – Downloading software programs or data may not be installed or executed without first being checked for computer viruses. A diskette or CD-ROM from an outside source, may not be used in a District office, classroom lab, or workshop without first being approved by an instructor or appropriate staff member or computer viruses. (Individual departments or campuses may institute more restrictive guidelines if needed.)
- E. District Support
 1. No operating system or application software that interferes with network operations or the INTERNET may be installed on any District computer, workstation, or file server.
 2. District staff will not support or maintain any computer operating system or application software that does not meet District needs.
- F. Training – Specific training is required before users will be allowed access to the MIS System, the District Network, and Local Area Network (LAN) or the INTERNET. Basic computer training will be made available to all users. More advanced training will be made available as needed.
- G. Security
 1. All reasonable available physical security measures will be taken to safeguard District computing resources.
 2. District computing resources shall be secured by the user when not in use or when unattended.
 3. A computer logged into the District Wide Area Network or the INTERNET should not be left unattended. Users are responsible for all transactions made under their USER ID and PASSWORD.
 4. All users who have access to the District Wide Area Network or the INTERNET will be assigned a USER ID and a PASSWORD. Safeguarding of the PASSWORD will be the responsibility of the individual user. The individual user will be held 100% responsible for safeguarding his/her USER ID and PASSWORD.
 5. The District has the right to restrict user's access to the District Wide Area Network or the INTERNET by: restricting the locations and workstations from which the user may log in; limiting the times at which the user may log in; or by denying or limiting access to programs and files.
 6. The administration, faculty, or staff of the District may request a system administrator to deny, revoke, or suspend specific user accounts for a violation of these policies or procedures.

III. NETWORKS

- A. District Electronic Mail (E-Mail)
 1. The e-mail system is the property of the District and is intended solely for carrying out District business. It is not intended for use by students.
 2. Reasonable effort must be made to protect confidential information transmitted by e-mail. Confidential information as defined by the "Privacy Act" shall not be forwarded to individuals inside or outside the District unless the individuals are authorized to receive such information.
 3. E-mail messages should not be left on the computer screen unattended. E-mail or attachments considered offensive shall not be transmitted.

- 4.
 5. Transmission of material in violation of federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, offensive material, or material protected by trade secrets.
 6. The District reserves the right to suspend a user's access to the District Wide Area Network or the INTERNET and/or invoke disciplinary action for violation of these policies and procedures.
- B. File Transfers – No user may monopolize District computing resources for file transfer. Large data, graphic or video file transfer should be made after 3:00 p.m. or before 7:30 a.m., Monday through Friday, or on Saturday or Sunday. No file shall be transferred which fills all available memory on the hard drive of a file server. Downloaded files should be moved from the file server to the individual workstation to free disk storage space. No file that is considered offensive may be transferred from the INTERNET or across the District Wide Area Network.
- C. Private Files – Files controlled by individual users are considered private, whether or not they are accessible by other users. A user must obtain permission from the owner of a file to alter or copy the file. The ability to read, alter or copy a file does not imply permission to read, alter, or copy that file. (Caution: Files placed in a shared directory are accessible by anyone who has rights to that directory. Users who share files must establish guidelines to preserve file integrity.)
- D. Copying
1. Illegal copying of copyrighted software or data is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded unless it has been legally purchased or written permission has been obtained from the copyright owner.
 2. Any program or data to be copied to any District computing resource must be checked by an instructor or other appropriate staff member for the presence of computer viruses.
 3. Accessing, downloading, uploading, or copying e-mail, graphics, photographs, audio or computer software, which is considered offensive, is prohibited.
 4. Serious consequences will be enforced for unauthorized copying of copyrighted materials or plagiarism.
- E. District Standards
1. Computer hardware or software utilized on the District Wide Area Network or any Local Area Network must comply with District standards.
 2. No hardware or software, which interferes with the network, shall be utilized on the District Wide Area Network or any Local Area Network.
- F. Training Required
1. All users who access a Local Area Network, or the District Wide Area Network shall be trained and/or demonstrate competence by completing a skill's test in the following areas:
 - a. Basic Computer Operations
 - b. Use of Computer Operating Systems
 - c. District Office Automation Software (E-mail, etc.)
 2. Additional training will be made available in the following areas.
 - a. Word processing
 - b. Spreadsheet
 - c. Database
 - d. MIS operations
 - e. INTERNET operations
 - f. Business Office computer operations
- G. Netiquette – Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to:
1. Be polite. Your messages should not be abusive to others (courtesy is contagious).
 2. Use appropriate language. Do not use language that is considered offensive.
 3. Keep personal information confidential, e.g., addresses or phone numbers of board members, students, employees, clients, guest, and other users.
 4. Use the network so as not to disrupt the use of the network by other users.
 5. Delete obsolete mail regularly in order to free disk storage space.

IV. INTERNET

- A. INTERNET USERS have
1. the INTERNET access software loaded on their workstations;
 2. been trained in the proper access and use of the INTERNET;
 3. received an INTERNET USER ID card, and
 4. signed a District Computing Resources Use Agreement Form. In the case of minor students, parent(s) or legal guardian(s) must also sign the District Computing Resources Use Agreement Form.
- B. Acceptable Use of the INTERNET – The INTERNET is a resources provided by the District for administration, education, and academic research.
- C. INTERNET Addresses and Passwords – Users are 100% responsible for any transactions under this USER ID or PASSWORD. The PASSWORD is considered confidential District information and should be protected.
- D. Subscriptions to LISTSERVES – Information downloaded from LISTSERVES can completely fill disk storage space. Therefore, the use of LISTSERVES must be managed.
1. Prior approval by the System Administrator is required for users to subscribe to LISTSERVE.
 2. LISTSERVE mail must be checked regularly. Users must delete obsolete mail and free disk storage space on a regular basis.
- E. Automatic INTERNET Search Tools – Use of automatic search tools known as "crawlers" or "spiders" which automatically download data should be used with caution since their use could overload the District Wide Area Network.

F. Incurring Changes on the INTERNET

1. Users may not contract for or incur any charges for services or products offered on the INTERNET through District Computing Resources without first obtaining a District Purchase Order. Charges incurred without a purchase order will be personal responsibility of the individual user.

V. DISCIPLINARY ACTION

The use of the District Computing Resources is a privilege, not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action. IF federal or state laws are violated, the offender will be reported to the proper authorities. System administrations will deem what is inappropriate use of District networks under their jurisdiction. Computer vandalism will result in cancellation of District Computing Resources and/or other disciplinary action.

VI. AGREEMENT

- A. Users will sign an acknowledgement that they received a copy of the policy and procedures and agree to comply with the policy and procedures.
- B. Users Agreements shall be maintained in the student's cumulative folder, or the appropriate administrative office.
- C. User Agreement Form. See Appendix H in the Student Handbook.

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

INSTITUTIONAL FACILITIES

Chisholm Trail Technology Center provides facilities that are approved by the Oklahoma Department of Career & Technology Education as having adequate space available in each course. The main building has 42,000 square feet and was constructed in 1990. It hosts seven classrooms: automotive, carpentry, cosmetology, health sciences, and four labs for health care. There are 16 cosmetology stations along with eight manicure stations. The automotive shop hosts 10 complete service bays, two lifts, a front-end alignment machine, a state of the art tire machine, upgraded computerized diagnostic machine, and keeps up-to-date data technology information and subscriptions. The health sciences department is complete with simulator manikins, cardiac monitors, IV pumps, IV and Phlebotomy training arms, automated medication administration system, physical examination equipment, and a simulated patient care environment. The Kenneth Glazier Annex was constructed in 1998 with a new addition added in 2014. It has a total of 1966 square feet, and houses Digital Technologies, Inc., Computer Repair/Networking, Pre-Engineering/Math and a training classroom. In 2018, a 5,000 square foot Welding/Safe Room Facility was constructed. It houses the welding shop and classroom. The shop has 12 individual welding stalls, state-of-the art exhaust system and F5 FEMA rated overhead doors. In 2018, a 5,000 square foot Welding/Safe Room Facility was constructed. It houses the welding shop and classroom. The shop has 12 individual welding stalls, state-of-the art exhaust system and F5 FEMA rated overhead doors.

All institutional offices, instructional and training facilities are accessible to handicapped students. Lowered water fountains, telephones, and restroom facilities are provided.

PERSONS DESIGNATED TO PROVIDE STUDENT CONSUMER INFORMATION

Student Services is designated as having the responsibility for disbursing information to current and prospective students. Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Contacting the CTTC campus office and establishing an appointment to discuss enrollment options, financial aid possibilities, or any other concerns is always an option.

SCHOOL CALENDAR

The school calendar (See Appendix A) has been established following consultation with sending schools. Every effort has been made to develop a similar calendar. There may be times when career technology classes are dismissed, and the sending school is in session, or vice versa. When this situation arises, the student is expected to be in attendance at their sending school. In the event school is canceled because of inclement weather, the school calendar will be extended.

SCHOOL YEAR

The 2018-2019 school year consists of 182 days equaling 1092 hours.

ACADEMIC YEAR DEFINITION

For financial aid purposes, CTTC will use a 900 clock hours and 26 weeks of instruction Academic Year for all Career Majors offered, including Practical Nursing, during the current school year. This definition has no effect on the length of the program other than for financial aid purposes. Contact the financial aid office if further information is needed.

SCHOOL DAY

The school day consists of 6 hours of instruction. Morning class session hours are from 8:05 a.m. to 11:05 a.m.; and the afternoon class session hours are 12:20 p.m. to 3:20 p.m., Monday through Friday.

CAREER MAJOR LENGTH

Each Career Major differs in length. Students can either attend full-day or half-day in either the morning session or afternoon session in order to complete their Career Major.

Medical Assistant is a full-day one-year Career Major. Adult students will be required to attend 6 hours per day.

Practical Nursing students must attend class/clinical sites at least 24 hours per week. Hours are from 8:00 a.m. to 4:00 p.m., classroom hours are subject to change. The Practical Nursing Career Major must be completed within two years from date of entry.

GAINFUL EMPLOYMENT (GE) DISCLOSURE

Gainful Employment (GE) Disclosure information can be located on the Chisholm Trail Technology Center website at www.cttc.edu. The GE Disclosure lists each career major, number of hours for completion, related costs, full description of the career major, statistics, plus much more information relating to employment opportunities and placement. Contact the financial aid office for more information.

NETPRICE CALCULATOR

Chisholm Trail Technology Center has the Netprice Calculator available on the CTTC website. The purpose of the Netprice Calculator is to assist all students and their families in calculating approximately their individual net price costs for an institution. Visit www.cttc.edu for assistance in using the Netprice Calculator.

SHOPPING SHEET

The Financial Aid Shopping Sheet is a consumer tool that is designed to simplify information that prospective students receive about costs and financial aid so they can make informed decisions about which postsecondary institution to attend. In order to be in compliance with the Principles of Excellence (POE) in Executive Order 13607 (EO 13607), the Shopping Sheet is provided to prospective students who are eligible to receive Federal military and veterans educational benefits. Contact the financial aid office at CTTC for the Shopping Sheet and all pertinent details.

STUDENT DIVERSITY

YEAR	American Indian or Alaska Native			Black or African American			Hispanic/Latino of any race			White			Native Hawaiian or Other Pacific Islander			Asian			Two or more races		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
2014-15	4	3	0	0	2	0	5	5	0	28	27	0	0	0	0	0	0	0	0	0	0
2015-16	13	10	0	0	2	0	10	15	0	45	52	0	0	0	0	0	2	0	9	19	0
2016-17	14	15	0	0	1	0	19	19	0	46	39	0	0	0	0	0	3	0	5	12	0
2017-18	16	12	0	2	1	0	9	17	0	46	49	0	0	0	0	0	0	0	2	7	0

STUDENT ADMISSION REQUIREMENTS

Student admission requirements and selection procedures have been established to assure the best possible development of students. Career assessments, achievement test scores, interview information, student/parent questionnaire, and attendance records are used to provide proper program placement. Admission requirements may vary according to the program. Chisholm Trail Technology Center reserves the right to select students who show a reasonable aptitude for success based on their abilities to profit from a particular type of training. Admission applications may be obtained from counselors of the sending schools or from Chisholm Trail Technology Center.

High school students. High school students are admitted on the basis of assessed interest, abilities, aptitude, work values, school attendance, and performance in previous school work. Students with a history of poor grades, attendance, or adjustment to school may be admitted on probationary admission or denied admission. Students below the 11th grade may be admitted under special conditions and when referred by their sending school principal. A high school student who has officially withdrawn from his/her home school may be allowed to enroll as an adult student by following the adult enrollment procedures. Tuition will be charged.

Adult students. Adults are admitted on the basis of assessed interest, ability, aptitude, and work values; and previous school or work attendance. Adult students must possess a high school diploma, GED certificate, or home-schooled documentation/certificate. For students enrolled prior to July 1, 2012, an "Ability to Benefit" may be administered.

STUDENT ADMISSION STATUS

Regular Admission. Regular admission indicates that the student meets admission requirements of interest, ability, work values, aptitude, satisfactory performance in previous school work, and school attendance.

Ability To Benefit Provision. Adult students who have enrolled prior to July 1, 2012, and have not earned a high school diploma or GED certificate may be admitted under the "Ability to Benefit" provision as a regular student. Those adult students who enroll after July 1, 2012 will not be allowed the "Ability to Benefit" as a means of admission per the U.S. Department of Education. Students must show they are competent in basic skill areas to successfully complete the program. Students are encouraged to obtain a GED or high school equivalency certificate. For more information on GED/high school equivalency please contact CTTC's Student Services Coordinator or Principal.

Probationary Admission. Students who do not meet the regular admission requirements, or who have shown only marginal performance in previous school work, may be admitted on probationary admission. Attendance, behavior, and academic performance of probationary students will be closely monitored for a period of time not greater than two weeks. At the end of the probationary period, if the student is making satisfactory progress, the student's admission status will be changed to regular admission. If the student is not making satisfactory progress in all areas as stated above, the student will be returned to the sending school, or for IEP students, a Review of Placement Meeting will be conducted. Probationary admission status does not apply to Practical Nursing applicants.

Provisional Admission. Adult students not qualifying for regular admission status may be admitted on "Provisional Admission Status." The following conditions apply to "Provisional Status": 1) Does not lead to a certificate in the program; 2) Considered only as availability in the program exists; and, 3) Not eligible for Title IV Financial Assistance. Provisional admission does not apply to Practical Nursing applicants.

Admission of Registered Sex Offender/Felon. Chisholm Trail Technology Center is a small campus with all students, high school (minors) and adults, having access to each other during the day. Based on the comingling of populations due to program access and common facilities, Chisholm Trail Technology Center daytime programs and activities are not available to a registered sex offender under Oklahoma's Sex Offenders Registration Act. To determine this status, the question "Are you a registered sex offender?" is a part of Chisholm Trail Technology Center's enrollment/application form. Chisholm Trail Technology Center trains for a variety of career programs, some of which deny industry certification to felons. Based on those industry workplace training requirements, felons are not admitted to those career training programs. In order to make this determination, prospective students are asked the question, "Have you ever been convicted of a felony? If 'yes', explain and provide the name, address, and contact information of your most recent pardon and parole officer." An inquiry will be made regarding rules and conditions of pardon and parole, and access to an education/training environment that includes minor children.

ENROLLMENT PRIORITIES

High school and adult students wishing to return for the second year of a two-year program will have first priority provided they are making satisfactory progress and have the instructor's recommendation. The instructor's recommendation is based on student attitude, grades, and attendance. In-district high school students who will be enrolled in the 11th or 12th grade have next priority, followed by in-district adult students, out-of-district high school students, and out-of-district adult students. All out-of-district students are admitted on a space available basis. All students must meet admission requirements. The Practical Nursing program has a separate admission policy and enrollment priorities. See Practical Nursing Handbook.

ENROLLMENT DATES

High school students are enrolled during the spring semester prior to the school year. In-district adults may enroll beginning in late May. Any slots remaining may be filled by out-of-district high school or adult students. Attempts will be made to accommodate junior and senior students who did not enroll in the Spring, or who move into the district during the summer. If a student cannot be placed in a program because of class-size limits, their name will be placed on a waiting list and they will be given an opportunity to enroll when an opening becomes available.

STUDENT EXPECTATIONS

Chisholm Trail Technology Center has the following expectations for all students enrolling in a full-time program:

1. A student's interest, ability, work values, and aptitudes should be compatible with the chosen program as indicated by career assessments results or other documentation.
2. A student should have a good attendance record from the sending school or from employment. Good attendance at Chisholm Trail is mandatory.
3. A student should be able to benefit and profit from the career technology training when he/she enters the job market or pursues additional training or education at the completion of the program.
4. A student's functional reading level ideally should be within two grade levels of the materials used in the occupation. If this is not the case, the student should be willing to work at vocabulary, reading comprehension, and technical reading in order to be successful in the occupation for which he/she is training.
5. A student should demonstrate adequate eye-hand coordination and dexterity to allow for the safe and efficient operation of equipment as needed for progress in the program.
6. A student working in a shop area or at clinical sites must pass the required safety test with 100 percent proficiency prior to entering such sites. Safety rules and procedures will be followed and required safety equipment must be worn at all times.
7. A student or his/her funding agency should be willing to pay the various fees and expenses associated with the training program (e.g., uniforms, liability insurance, etc.)
8. A student should be prepared to learn to follow directions, work individually or in groups as necessary for the job, get along well with others, and be self-motivated and committed to learning the required skills. This is a pattern of behavior that will be required in any workplace the student will enter in the future and is part of work education.
9. A student should understand that before entering clinical, on-the-job/internship training sites, or full-time employment, he or she must possess job-readiness skills and be able to perform entry level skills in the training program.
10. All students are members of the career & technology student organization in their program area. A student is expected to actively participate in leadership conferences and other activities involving organization members. Chisholm Trail Technology Center assumes the cost of membership for all full-time program students.

ADVANCED STANDING TRANSFER OF CREDIT

It shall be the policy of Chisholm Trail Technology Center to admit students to the vocational programs on an advanced standing basis. Advanced standing shall be based on an evaluation of an individual's previous educational experience and the application of such education to the requirements of specific courses within the program of study.

Students who feel that they are proficient in an area of study offered at this technology center may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a comprehensive written and skills test. The test will be administered by a qualified representative of Chisholm Trail Technology Center and must include both a written cognitive assessment along with a supervised skills demonstration assessment. A student will be charged a \$50.00 advanced standing credit fee along with a \$25.00 per hour assessment fee to cover the cost of the test administration. Students may apply for advanced standing through a program instructor or counselor.

Transcripts from other schools, colleges and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction.

Chisholm Trail Technology Center will award education credits to enrolled students who have been honorably discharged from the Armed Forces of the United States within three (3) years of initial enrollment for courses that are part of the student's military training or service and meet the standards of the American Council on Education (ACE) or equivalent standards for awarding academic credit if the award of educational credit is based upon the Chisholm Trail Technology Center's admission standards and the role, scope, and mission on the Chisholm Trail Technology Center.

TRANSFER OF CREDIT OR CLOCK HOURS/PLACEMENT EXAMS

Clock hours from other educational or military institutions may be transferred to Chisholm Trail Technology Center. Transcripts from other schools, colleges, accredited institutions, military documentation, or an individual's assessment will be evaluated by the counselor and the program instructor involved. Credit for clock hours may be given for appropriate units of instruction successfully completed.

Practical Nursing applicants may be required to take placement exams to receive credit for course work previously completed if documentation obtained from transcripts and other submitted materials does not verify that comparable objectives in both theory and clinical areas have been successfully completed. A fee per each test is required. Upon acceptable placement exam score and admittance to the program, a **portion** of each testing fee will be credited to tuition. See the Practical Nursing Handbook for additional information. Contact CTTC for testing fee amounts.

CAREER CLUSTER PATHWAYS & CAREER MAJOR DESCRIPTIONS

Career Major Descriptions and outlines for the current career majors offered at Chisholm Trail Technology Center are listed in the Course Catalog and on the CTTC website at www.cttc.edu. Career Majors that are eligible for Federal Title IV Student Financial Assistance must be at least 600 clock hours in length.

VACCINATIONS:

Chisholm Trail Technology Center has a vaccination policy for nursing students only. Those students must provide:

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

Secondary students are required to follow the policies in place at their respective sending schools.

Program L.I.F.E. Program L.I.F.E. (Linking Individuals to Full-time Employment) is a federally funded program designed to assist the Department of Human Services TANF (Temporary Assistance to Needy Families) customers in the transition from Welfare-to-Work. Chisholm Trail Technology Center, Blaine County DHS and Kingfisher County DHS have joined together to develop a quality training program to benefit the TANF customers in the surrounding counties. The goal of Program L.I.F.E. is to prepare students with the skills needed to secure and maintain full-time employment and financial self-sufficiency. The program consists of vocational and academic assessment, career counseling, basic skill enhancement, life and employability skills, and career and technology education designed to meet the needs of employers in the immediate area. Students are involved in training 30 hours per week.

Rural Economic Development. Rural Economic Development provides assistance to business and industry through information and training that enhances economic development of rural communities in the Chisholm Trail Technology Center district.

Business and Industry Services. In today's competitive marketplace, a highly trained workforce can make a significant impact on profits and efficiency. Chisholm Trail Technology Center provides assistance to area business and industry in meeting the needs of their organizations. These needs, as defined by management and the BIS Coordinator, may be addressed through specifically developed programs designed to fit criteria unique to that business or industry.

Adult Career Development. Chisholm Trail Technology Center offers many Adult Career Development classes for students 16 years of age and older. These classes address the needs and interests of school patrons in their employment, occupational advancement, career retraining, or personal use. Students receive a Certificate of Completion upon attending 80% of the class meetings and receiving the instructor's recommendation. Chisholm Trail Technology Center trains for a variety of career programs, some of which deny industry certification to felons. Based on those industry workplace training requirements, felons are not admitted to those career training programs. In order to make this determination, prospective students are asked the question, "Have you ever been convicted of a felony? If 'yes', explain and provide the name, address, and contact information of the most recent pardon and parole officer." An inquiry will be made regarding rules and conditions of pardon and parole, and access to an education/training environment that includes minor children.

CAREER MAJOR CHANGE

Career Major/session changes are allowed during the first two (2) weeks of enrollment, upon termination from a Career Major, or for disciplinary or administrative reasons. Students who change Career Majors because of termination from a Career Major, disciplinary, or administrative reasons will enter the new Career Major on probation.

Students wishing to change Career Majors or class sessions must visit with the instructor to complete a Change of Career Major/Session Form. Career Major changes will be considered only if the student possesses a reasonable aptitude for success based on their abilities and assessed interest to profit from the program, and only if space is available. All changes must be approved by the Student Services Director, instructor(s) involved, and the Superintendent. The Financial Aid Coordinator will be consulted if the student is an adult receiving financial assistance.

NORTHWEST OKLAHOMA COOPERATIVE CLIENT SERVICES AGREEMENT

Chisholm Trail Technology Center, Omega; High Plains Institute of Technology, Woodward; and Northwest Technology Center, Alva and Fairview; have agreed that residents in these Technology Center Districts may attend any full-time program at the schools listed above for the same tuition charge as in-district students. Enrollment preference will be reserved for each school's in-district residents.

CAREER MAJOR COSTS

There are no Career Major costs--tuition, books, instructional supplies, enrollment fee--for in-district high school students, although in some programs high school students may be required to pay for uniforms, shop supplies, insurance, etc. Adults and out-of-district high school students pay Career Major Costs as deemed necessary by administration.

Tuition. Tuition rates for adult students are \$2.00 per clock hour in-district and \$4.00 per clock hour out-of-district. Out-of-district high school students are set by the Oklahoma Board of Technology Education and are reviewed annually. Any student living out-of-district providing written documentation of ad-valorem taxes paid to Chisholm Trail Technology Center School District shall be admitted as an in-district student.

Payment Due Date. Costs--tuition, books, and instructional supplies--are charged by the number of hours in the Career Major and are due or payment plan established by end of 2nd week of class. Other expenses--shop/lab supplies, uniforms, insurance, etc. are also due by the end the second week of class. Students cannot receive uniforms, etc., until these fees have been paid. Failure to make payment by the due date may result in termination from the Career Major and/or withholding of completion certificate at time of graduation. Students can establish payment arrangements by contacting the financial aid coordinator to setup a payment plan. All payment plans must be paid in full prior to completion of the Career Major.

Accepted Methods of Payment. In addition to cash and personal checks, installment terms are available.

Financial Assistance. Financial assistance is available to those who qualify. Students who apply for financial assistance may request that payment be deferred until the first financial aid disbursement is made. Students who apply for financial assistance and do not qualify will be responsible for payment of all Career Major costs.

Testing Fee. Practical Nursing applicants must have a completed application on file with all required documentation prior to testing. Testing fee for Practical Nursing applicants will be \$65.00 and covers the ATI TEAS. Testing fee must be paid prior to testing.

Return Check Charge. A \$25.00 charge will be assessed for all returned checks.

ADULT CAREER DEVELOPMENT, BUSINESS & INDUSTRY SERVICES PROGRAM COSTS TUITION & INSTRUCTIONAL MATERIALS

PROGRAM	Rural Economic Development	Business & Industry Services	Adult Career & Development
Tuition/Training Fee:	PER YEAR	Costs vary depending upon services provided	PER CLASS
In- District	\$80.00 per business		\$2.50 clock hr. *
Out-of-District	\$180.00 per business		\$5.00 per hr. *
Instructional Materials	\$20.00 per business		Costs vary

Some classes, such as CISCO, may be higher; Prices subject to change

CAREER MAJOR – INSTITUTIONAL REFUND POLICY

Students who withdraw, are dismissed, fail to return from an approved leave of absence, or otherwise stop attending class will have institutional charges (tuition, books, and instructional supplies) associated with the Career Major which the student is enrolled, refunded to the student or the agency providing the assistance.

Institutional charges are always the charges that were initially assessed the student for the Career Major, minus any testing fee, enrollment fee, and any other charges associated with the Career Major that have already been incurred by the student, i.e. uniforms, books, health fees, etc. These charges are not refundable and are not included in the refund calculation. The withdrawal date is defined as the student's last date of attendance as determined by CTTC's attendance records as submitted by the Career Major instructor.

If a student withdraws before classes begin, a full refund will be given less the \$20 enrollment fee.

There will be no refunds after 25% of the scheduled clock hours in the Career Major have passed. Refunds are based on the percentage of clock hours scheduled to be completed in the Career Major as of a withdrawal date.

If a student changes career majors after the 25% clock hours, or is placed into another career major (pre-nursing to PN) the remaining paid tuition will transfer to the new career major.

Owed, unpaid balances will remain on the student's account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at CTTC in the future. CTTC may also turn the account over to a collection agency.

Refunds are disbursed by the Activity Account Custodian.

HIGH SCHOOL CREDIT

High School students who successfully complete one year of a program will receive three (3) units of high school credit; or one and one-half (1 ½) units of high school credit per semester.

MATH CREDIT and SCIENCE CREDIT

A credit for math may be received for successful completion of Algebra II, Geometry, Trigonometry/Pre-Calculus, or AP Calculus if a student enrolls in the Math Credit option at Chisholm Trail Technology Center. Likewise, a credit for science may be received for successful completion of Anatomy and Physiology if a student enrolls in the Science Credit option. Upon completion of the math or science program, the instructor will send a grade to the sending school in order for the student to receive one (1) unit of high school math credit or high school science credit; said credit may be used in fulfilling a math or science requirement for a high school diploma.

COLLEGE CREDIT

High school and adult students at Chisholm Trail Technology Center can earn college credit through several colleges and universities in Oklahoma and Kansas. Following the guidelines of each agreement, a student may apply for prior learning assessment (PLA) credit after successful completion of the career tech program. College credit approved through PLA leads to an Associate in Applied Science (A.A.S.) degree at Northern Oklahoma College (NOC) in Tonkawa, Oklahoma; Redlands Community College (RCC) in El Reno, Oklahoma; Oklahoma State University Institute of Technology (OSU IT) in Okmulgee, Oklahoma or Cowley County Community College in Arkansas City, Kansas. Additional course work is required at the college to complete the degree. For additional information please contact the Student Services Director.

STUDENT EVALUATION

Progress reports. Progress reports will be sent to students, parents/guardians, and sending school counselors or principals at the midpoint of each nine (9) week grading period, or as the need arises, if a student is not making satisfactory progress.

Eligibility Checks. High school student eligibility will be checked each Wednesday and a report sent to the principal of each high school. Students must be passing each week to remain eligible for extracurricular activities.

Report Cards. Report cards will be mailed to students at the end of each semester. A list of grades will be sent to sending school counselors or principals for recording on permanent records every nine (9) weeks.

CERTIFICATES OF COMPLETION & COMPETENCY PROFILE

Chisholm Trail Technology Center issues a Certificate of Completion and transcript to students who meet all requirements and successfully complete a Career Major. A Course Concentrator Certificate will be issued to students who meet occupational competency as defined by industry and ODCTE standards. Other certificates may be awarded depending upon state or national licensing obtained.

INDUSTRY CERTIFICATION EXAMINATIONS, CERTIFICATIONS, AND LICENSE

To increase the number of students taking industry certification examinations and obtaining trade-specific industry certifications and licenses, the technology center district has established this policy to cover the direct costs of trade specific industry certification examinations and licenses related to the program of student for eligible students. The board may set aside funding from the general fund on an annual basis to assist students in obtaining trade-specific industry certification and licenses. Students will be allowed the opportunity to request assistance from the funds that are set aside for this purpose. The administration shall establish criteria for each program to identify a process for determining student eligibility for these funds. Once a student is deemed eligible and approved for funding for trade specific industry certifications and licenses, the technology center shall make payment for the direct costs of the examinations and licenses.

CERTIFICATES OF PERFECT ATTENDANCE & OUTSTANDING ACHIEVEMENT

Students who have perfect attendance each semester--no absences or tardies--will receive a Perfect Attendance Certificate. Students may also be recognized for outstanding achievement in their Career Major area.



Nine Weeks Grade. Each nine week grade will consist of the following component: Attitude, work habits, cooperation, citizenship, leadership, assignments, test grades, shop/lab grades, clinical grades, etc.

Students will be informed of the various components and the weight of each component by each individual Career Major Instructor.
(**Exception:** The Practical Nursing program does not assign nine-week grades.)

The nine-week grade will be calculated to the nearest tenth place (example 87.4). Grades of .5 and up will be rounded up to the next whole number. Grades of .4 and below will be dropped to the lower whole number. The numeric grade is then converted to a letter grade using the Grading Scale below. Chisholm Trail Technology Center does not assign letter grades of plus (+) or minus (-).

Semester Grade: The semester grade is the average of the two nine (9) week's grades.

Grading Scale: The grading scale for Chisholm Trail Technology Center is as follows:

All Programs except Practical Nursing & Pre-Nursing

A	Excellent	100 - 90
B	Superior	89 - 80
C	Average	79 - 70
D	Below Average	69 - 60
F	Failing	59 - 0
I	Incomplete	Course work not completed
WP	Withdrew	Passing Withdrew with a grade of 60 or better
WF	Withdrew	Failing Withdrew with a grade of 59 or below

Practical Nursing & Pre-Nursing

A	100 - 94P
B	93 - 86
C	85 - 77
D	76 - 70 (76 is failing for PN Program)
F	69 - 0

A grade of "I" (incomplete) will be given when a student has not completed all course work required in a grading period. Course work must be made up within 4 weeks. Students who transfer to another school will have their records forwarded upon request.

ATTENDANCE REGULATIONS

Students attending CTTC must attend a minimum of 90 percent (90%) of the enrollment period.

Since CTTC is an extension of the high school, a student's sending school's activities requested by the home school principal will not be considered a school absence. Notice of home school activities should be given to CTTC by the sending school principal prior to the activity. The CTTC attendance secretary will contact the high school to verify the absence.

The parent/guardian of high school students will be notified daily for absences and tardies.

Homebound status will be considered on an individual basis by the CTTC instructor, counselor, and sending school principal.

ATTENDANCE POLICY

Students attending Chisholm Trail Technology Center are expected to be present on the days that classes are in session. Strict attention will be given to the development of the good habits of punctuality and attendance. The success of a business is greatly affected by the dependability and productivity of its employees. The school cannot recommend for employment those students with excessive absences. We suggest students maintain a good attendance and grade records so we may help students when seeking employment. The attendance record is normally the first thing an employer considers. The following attendance policy is based on the practices of industry and is an important part of occupational training.

ABSENCES

An absence is defined as not attending one full class session or an accumulation of three tardies per half-time student or six tardies per full-time student.

ABSENCES FOR ADULT STUDENTS

Absences and tardies are permanently recorded in the student reporting system. All absences will count in the determination of the 90% attendance requirement. If the student has missed 10 days or 20 sessions (A.M./P.M.), they may be withdrawn from the career major. If an adult student is receiving financial aid and is withdrawn from the career major, they may be required to return financial aid assistance that was disbursed to them.

Absences and tardies will be counted upon the date of entry into a program and will be reported on a student's transcript. In the event of an absence, adult students themselves are required to notify the attendance secretary or their instructor by phone for each day of absence.

All students must be making satisfactory progress in order to continue in the program.

Students attending under veteran's benefits, or receiving financial assistance from other sources, must be aware of and follow attendance requirements required by these agencies and/or sources.

Adult students will be evaluated after five (5) absences and will be contacted, in person, and counseled by the Site Director. Once a student has accumulated ten (10) absences, the same procedure will apply and may meet with the Site Director, counselor, financial aid coordinator (if applicable) and instructor to review the attendance policy at Chisholm Trail Technology Center. Documentation of such meetings will be kept in the student's file, financial aid file (if applicable), and the Site Director's office.

Exception: Practical Nursing will follow the attendance requirements as outlined in the Practical Nursing Career Major handbook. Their attendance is not recorded in the student reporting system.

ABSENCES FOR HIGH SCHOOL STUDENTS

Absences and tardies will be counted from August to December for the first semester and from January to May for the second semester and will be reported on a student's report card and transcript. In the event of an absence, the parent/guardian of high school students are required to notify the Attendance Secretary by phone for each day of absence.

Attendance for high school students will be reported daily to each sending school. Cumulative attendance will be checked periodically and the sending school will be notified when a student has excessive absences. The parent/guardian will be notified when the absences and tardies total four and for each absence thereafter. Attendance will be reviewed between August and December, and January and May for High School students. CTTC will honor the attendance policy of each sending school.

All students must be making satisfactory progress in order to continue in the Career Major.

APPEAL PROCEDURE

Students who exceed the attendance requirement may submit an appeal before the attendance review committee if they wish to attempt to obtain a passing grade or remain in their Career Major. A hearing will be required for students who have given their documentation to the Site Director. If an appeal is required, it is the student's responsibility to contact the Site Director to file an appeal. At that time, the Site Director will submit to the student the Attendance Appeal Form and clearly define what information and supporting documentation is necessary to attach to the appeal form. An incomplete Attendance Appeal Form will not be processed.

The Appeal Committee will determine if the absences were caused from extenuating circumstances based upon documentation presented by the student. The committee will then determine whether or not the student will fail the program, possible contract implementation, or be allowed to continue in the program.

It is highly recommended that if a student feels that he/she has the appropriate documentation for extenuating circumstances, that he/she meet with his/her instructor to begin attempting to make up any missed work. The committee will take into consideration that the student is attempting to correct the attendance situation. It should be noted that this will not guarantee that the student will pass. If the

Committee does not feel that the circumstances were extenuating, they will have the option to fail/drop the student from the program with an Incomplete "I" or failing grade, therefore making the student ineligible for financial aid.

ATTENDANCE COMMITTEE

The attendance committee may consist of the following people:
Instructor from the program in which the student is enrolled;
Counselor;
Site Director;
Financial Aid Coordinator.

Examples of extenuating circumstances:

1. Personal illness with verification from a doctor;
2. Death in the family;
3. Professional appointments (doctor, dentist, etc.);
4. Court (court is not considered excused if the situation is considered to be the fault of the student);
5. Other reasons justified by the administrative offices.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Definition: in order to receive Title IV assistance, a student must be enroll in and attending an approved program at least half-time, be considered a regular student in good standing, maintaining a cumulative "C" average or greater, and be progressing at a rate to complete the program within the allotted time. Good standing is initially defined as the student being eligible for admission to an educational program as demonstrated by his/her high school diploma or GED. Continued eligibility is based on meeting the minimum standards as defined below in CTTC's Satisfactory Academic Progress (SAP) Policy. SAP is measured as follows:

Qualitative Component - A student must have a cumulative grade average of "C" or better for all past course work. A grade of I (incomplete) is regarded as unsatisfactory academic progress for the purpose of Title IV administration.

Quantitative Component – A student must complete curriculum within 150% of the published length of the program.

Example: A student enrolled in a 900 hour (8 month) career major will be allowed to have 1350 hours (12 month) to complete the career major. Specifically, CTTC will allow students to take up to 50% longer than the published length of the program to complete and still be regarded in good standing. The additional hours will result in an additional tuition charge for the student. HOWEVER, THE STUDENT WILL NOT BE ELIGIBLE FOR TITLE IV AID FOR THE ADDITIONAL HOURS. STUDENTS WILL BE RESPONSIBLE FOR PAYING THE ADDITIONAL TUITION.

Students exceeding the 150% maximum time frame for completion are considered unsatisfactory academic progress. If students are not meeting ALL standards (both qualitative and quantitative) for a payment period they will be notified in writing and lose eligibility for federal financial aid. The student will be required to pay any outstanding charges.

TARDIES

Students will be counted tardy by their instructor if they are not in their assigned classroom when the bell rings. Students who have not arrived on campus at the start of class are tardy and must sign in upon their arrival. Students who leave the campus before the end of class must sign out prior to leaving and tardy/tardies will be recorded accordingly. See table below for how tardies are acquired depending upon students arrival or departure times.

CHECK IN		CHECK OUT	
A.M.	P.M.	A.M.	P.M.
8:06 – 9:00 = 1 tardy	12:21 – 1:20 = 1 tardy	8:06 – 9:00 = 3 tardies	12:20 – 1:20 = 3 tardies
9:01 – 10:00 = 2 tardies	1:21 – 2:20 = 2 tardies	9:01 – 10:00 = 2 tardies	1:21 – 2:20 = 2 tardies
10:01 – 11:05 = 3 tardies	2:21 – 3:20 = 3 tardies	10:01 – 11:05 = 1 tardy	2:21 – 3: 20 = 1 tardy

High school students who have excessive tardiness may be required to ride school transportation, and/or be subject to other disciplinary action.

WARNING STATUS

Students have one-half of the length of the next grading period (approximately 4 weeks) to regain satisfactory progress. When the student has eliminated the reason(s) for unsatisfactory progress, the student will be removed from warning. If the reason(s) for unsatisfactory progress has not been corrected within the time allowed, the student may be terminated from the program. Students on probation will not be allowed to participate in school-sponsored activities or sending school assemblies.

PERMIT TO LEAVE CAMPUS

Any student who leaves the campus during class hours must secure permission from the instructor and/or site director, and must sign out at the front desk. For high school students, written or telephone communication/permission from a parent/guardian or sending school authority is required.

SCHOOL-SPONSORED ACTIVITIES

Students participating in authorized school-sponsored activities will not be counted absent. State law allows a maximum of ten (10) school activity days per school year to be shared by the sending school and Chisholm Trail Technology Center. Excluded from this number are state and national levels of school-sponsored activities for which the student has earned the right to compete. Absences for school-sponsored activities that exceed the allowed ten (10) days will be counted as absences.

SENDING SCHOOL ASSEMBLIES

Students will be allowed to attend sending school assemblies upon approval of the site director or superintendent if the student is making satisfactory progress in their program. Students must sign out when leaving the campus, and sign in at the sending school upon their arrival.

COLLEGE VISITATIONS

High school seniors and adult students will be allowed two (2) class sessions for college visitations to colleges they are interested in attending following high school graduation or program completion. Students must have a bona-fide interest in the college and must present evidence of visitation.

JOB INTERVIEWS

Students who are in the last semester of their program will be allowed two (2) class sessions in that semester for job interviews for employment related to their program area. Documentation of job interview is required.

MAKE UP OF CLASS WORK/ASSIGNMENTS

It is the student's responsibility to find out what class work/assignments were missed when he/she is absent. Class work/assignments missed when a student is absent must be made up within a reasonable amount of time as determined by the instructor. Class work/assignments not made up within the time specified will receive a grade of zero (0).

Class work/assignments missed because of out of school suspension of three days cannot be made up for credit and the student will receive a grade of zero (0) for each assignment missed.

EXTRA CREDIT WORK/ASSIGNMENTS

Extra credit work/assignments are allowed at the discretion of each program instructor. Extra credit is not allowed to compensate for class work/assignments that a student was not allowed to make up because of school suspension.

HOME BOUND INSTRUCTION

A high school student who will be absent because of a prolonged illness, serious injury, or medical condition may be entitled to receive home bound instruction from the sending school. The program instructor will coordinate the student's program instruction with the sending school and the home bound teacher. If the sending school does not arrange for home-bound instruction, the program instructor will make arrangements to send the student's work home to the student via another student, or the parent/guardian.

LEAVE OF ABSENCE

Adult students may be granted a leave of absence for the following circumstances:

1. Jury Duty;
2. Military Duty;
3. Prolonged illness or injury of self, spouse, or dependent, (prolonged illness or injury is defined as health related problems that would cause a continuous absence, such as a car accident, surgery, etc.) (A dependent is defined as any person for who the student is the primary care giver);
4. Bereavement (immediate family members: spouse, child, parent, sibling, grandparent, and corresponding relationship by marriage).

Multiple leaves within a 12-month period or leaves longer than 60 days, but not exceeding 180 days, are permissible for jury duty, military reasons, or for circumstances covered by the Family and Medical Leave Act (FMLA) of 1993 which include: serious health condition of student; care of a child, spouse, or parent with a serious health condition; childbirth; and adoption of a child or fostering a child.

A Leave of Absence must be requested in writing, in advance, or within 24 hours when the need for such a leave of absence arises. The student must state the expected starting date and the expected return date. A Leave of Absence will be approved if there is reasonable expectation that the student will return from the leave and coursework begun prior to the leave will be completed. If the student does not return by the expected return date, the student will be dropped from the program as of the last date of attendance prior to the leave of absence. A leave of absence will extend a student's expected program completion date; however, no additional charges will be assessed the student.

Exception: Practical nursing students must abide by the policy in their Career Major handbook.

DROP OF ENROLLMENT

Students wishing to drop their enrollment must visit with the Counselor/Site Director and complete a Drop Form. High school students must have parent/guardian and/or sending school permission to drop. Adult students receiving financial assistance must consult with the Financial Aid Coordinator prior to dropping to determine if financial aid funds must be returned to the Department of Education.

The drop form must be signed by the instructor, counselor, financial aid coordinator, site director, and student account manager to provide a record of clearance. Students who drop and have not completed the drop form will be considered an unofficial drop and will not be entitled to an institutional refund.

Adult students who have not attended class for two consecutive weeks and have not contacted school officials will be dropped from the Career Major on the date of determination. However, the drop date will be recorded as the last date of attendance.

TERMINATION OF STUDENT

In some situations, a student may be terminated from a program—unsatisfactory progress, or expulsion for disciplinary reasons, etc. Prior to termination, the instructor and the superintendent will meet with the student, and parent/guardian, if applicable, to explain the reason(s) for the termination and the procedures to follow for appeal. If the student is attending under IDEA-Part B, a Review of Placement Meeting will be scheduled. The IEP Team will meet to consider modifications or to determine appropriate placement for the student, and all rights afforded under IDEA-Part B will be followed.

Appeal Right of Terminated Student. A student who has been terminated because of unsatisfactory progress may appeal the action directly to the Board of Education by following the procedures outlined under Suspension of Students.

Reinstatement of Terminated Student. If a student is reinstated after having been terminated, he/she will be placed on probation. A student may also apply for reinstatement at the beginning of a new semester/trimester with approval of the superintendent and the program instructor.

FINAL CLEARANCE AT END OF YEAR

In order for students to officially clear at the end of the school year, and before a passing grade/transcript will be issued, it is the responsibility of the student to: (1) complete all academic requirements; (2) return all school-owned books and tools; and (3) pay all bills.

CAREER & TECHNOLOGY STUDENT ORGANIZATIONS (CTSO)

Career technology student organizations, sponsored by the instructor of each program, are an integral part of the Career Tech curriculum. Student organizations at Chisholm Trail Technology Center are: Health Occupations Students of America (HOSA) for Health Careers Certification and Practical Nursing students; Skills USA for Automotive Service Technology and Cosmetology students; Business Professionals of America (BPA) for Computer Repair & Networking and Digital Technologies, Inc. students. Chisholm Trail Technology Center assumes the cost of membership for students in all full-time programs.

Student Organization Activities. Only students making satisfactory progress in their program and at the sending school will be allowed to attend student organization activities during school hours, this includes district and state competitions. A list of students who will be participating will be sent to the sending schools. Students will be required to dress appropriately for all student organization activities as defined by the instructor/student organization sponsor.

Reimbursement for Convention Expenses. Students who place first in state competitions and qualify for national competition will need to raise their own funds. Career Tech Student Organization's will contribute to expenses at the discretion of CTTC administration. These students must be academically and financially in good standing with CTTC.

FIELD TRIPS

Field trips are an integral part of the learning process in all areas of career technology education. Field trips are approved by the superintendent and all students are expected to participate. Students who do not participate will be counted as absent. Students that represent the school on field trips will dress appropriately for the trip as defined by the program instructor or field trip sponsor.

SENDING SCHOOL APPROVAL OF ABSENCE & CLASS WORK MISSED

When a high school student is to be absent from sending school classes because of a field trip or student organization activity, a Student Absence Notice form must be completed prior to the activity and class work that will be missed should be made up in accordance with sending school policy. Each student's sending school teacher and principal should sign the form before it is returned to the program instructor. The signatures indicate the student is eligible to participate in extracurricular activities and meets all academic and attendance requirements.

NATIONAL TECHNICAL HONOR SOCIETY

Membership in the Chisholm Trail Technology Center Chapter of the National Technical Honor Society is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship. Recommendations for membership are accepted at the end of each semester.

Membership Qualifications. Students are nominated by their program instructor. There is no limit to the number of candidates nominated, nor is there a limit to the number of students nominated per program. Candidates will be accepted for membership based on the following criteria:

1. Students should have demonstrated academic achievement, dependability, positive attitude, and good working habits and ethics.
2. Students must be rated highly in all of the desirable characteristics listed on the nomination form. Students should not be recommended if there are any reservations.
3. All candidates must have an "A" average in their program.
4. Students must be in attendance 95% of the required hours per semester.

WORK-BASED LEARNING

Participation in work-based learning, formally known as on-the-job training, is a privilege given to select students during the semester prior to program completion. The purpose of work-based learning is to provide training that will better prepare the student as a potential full-time employee. All work-based learning sites must be relevant to the training program in which the student is enrolled. Work-based learning students will receive credit only for those clock hours in which the student replaces classroom, clinical, or shop training with work-based learning. Work-based learning should be limited to three (3) days per week, allowing the student to remain in the classroom two (2) days per week to benefit from instruction and to prepare for competency/licensure testing.

To be eligible for work-based learning, a student must:

- (1) Be in the final semester of their program and scheduled to complete the program at the end of that semester;
- (2) Have obtained an Occupational Competency in at least one program area and/or possess job readiness skills to be able to perform entry-level skills in the training area;
- (3) Be passing all classes enrolled at the high school. Weekly grade checks of high school classes will be conducted;
- (4) Have adequate insurance coverage in case of accident while participating in on-the job training.

A student is selected for on-the job training based on the following:

- (1) A "C" or better grade average in classroom, clinical, and shop training;
- (2) Good attendance habits;
- (3) Work attitude;
- (4) Reliability;
- (5) Appearance;
- (6) Proper safety skills and habits;
- (7) Other criteria as specified by program instructor.

The following may be grounds for dismissal from work-based learning:

- (1) Being absent without the knowledge and approval of the Teacher/Coordinator and the Cooperative Training Firm;
- (2) Any activities which are not appropriate for the work station as determined by the Teacher/Coordinator and the Cooperative Training Firm;
- (3) Failure to have a good report from the Cooperative Training Firm;
- (4) Failure to maintain satisfactory progress at Chisholm Trail Technology Center or the sending school;
- (5) Failure of the Cooperative Training Firm to return Work-based learning Reports to the Teacher/Coordinator when required;
- (6) Failure to notify Teacher/Coordinator if the student is dismissed from Cooperative Training Firm or if the student leaves for any reasons;
- (7) Failure to notify Teacher/Coordinator of any anticipated changes in work-based learning location or duties.

Work-based learning students are subject to recall when requested by Chisholm Trail for the following reasons:

- (1) Skill contests and student organization conferences;
- (2) Competency testing;
- (3) Related school activities;
- (4) Misuse of work-based learning privileges.

A Work-based learning Agreement must be obtained from the Counselor and must be completed with the Cooperative Training Firm and returned to the counselor prior to the student beginning work-based learning. All work-based learning sites must have a State of Non-Discrimination on file at Chisholm Trail Technology Center.

STUDENT DISCIPLINE

Students are expected to be cooperative in maintaining an acceptable learning environment. In class, students are to be attentive and courteous. Instructors have the right and the responsibility to control and discipline students while they are in attendance or in transit to or from school, or while participating in any school activity authorized by the school district. Disruptive students will be asked to leave class and could face disciplinary action according to school policies and state law.

The following examples of behavior are generally not acceptable in society, and particularly in a school environment. Participation in such behaviors will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting Class
4. Leaving school without permission
5. Refusing detention
6. Smoking
7. Truancy
8. Possession or using alcoholic beverages or other mood-altering chemicals
9. Forgery, fraud, or embezzlement
10. Assault, physical and/or verbal
11. Fighting
12. Possession of weapons (includes hunting weapons and knives)
13. Distributing obscene literature
14. Destroying/defacing school property
15. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, and employee, or a visitor
16. Plagiarism, cheating, giving assistance on tests, or other dishonest acts pertaining to any course work including supervised work experience, clinical assignments, work-based learning, internships, or job-shadowing experiences.
17. Public Display of Affection

to insure that the most effective discipline is administered in each case. Consultations with parents/guardians may also be helpful to determine the most effective disciplinary measure. The following list gives examples of alternative methods, however, the school is not limited to these methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

1. Conference with student
2. Conference with parent
3. Referral to Counselor
4. Behavior contract
5. In-school suspension
6. Detention
7. Changing a student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges

11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Expulsion
15. Other appropriate discipline action as required and as indicated by the circumstances.

ASSAULT AND BATTERY OF SCHOOL EMPLOYEE

In accordance with HB1765, felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.

SUSPENSION OF STUDENTS

In accordance with Board of Education policy, the following regulations shall govern the suspension of students from school. The authority to suspend a student rests with the Superintendent.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or nonviolent offense may be suspended.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent for a violent or nonviolent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty.
5. Before a student is suspended, the superintendent shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another class, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.
 - A. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected as a suitable alternative to suspension, both the student and the parent/guardian shall be notified of the probation and the reasons therefore.
 - B. imposed and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent/guardian shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension committee.
 - C. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the superintendent must justify in writing why in-school suspension was not appropriate. Both the student and the parent/guardian shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Board of Education.
6. Appellate procedures. Any student who has been suspended under the steps listed above, or the student's parent/guardian, may appeal the suspension to the suspension committee, if the period of suspension is ten days or less, or to the Board of Education, if the suspension is for more than ten days. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent/guardian, shall notify the superintendent as soon as possible following the suspension or the notice of intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's or parent/guardian's intent to appeal, the superintendent shall advise the suspension committee (short-term) or the president of the Board of Education (long-term). The appeal shall be heard within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his or her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
 - D. The suspension committee (short-term) or the Board of Education (long-term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent/guardian shall be notified within five (5) days of a decision.
 - E. Decisions of the suspension committee may be appealed to the Board of Education.
7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action is deemed appropriate.
8. A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

If a disabled student is involved, all rights afforded under the Individuals with Disabilities Act will be followed.

STUDENT SEARCHES

The superintendent and certified teachers of Chisholm Trail Technology Center may detain and search any student or students on school premises, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions: When any authorized person has reasonable suspicion that the student may have on the student's person or property, alcohol,

dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

Any search will 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 who is of the same sex as the person being searched. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant. Authorized personnel also have the authority to detain the student or students and to preserve any contraband seized. School lockers and storage compartments are the property of the school, not the student, and may be subject to searches at any time with or without reasonable suspicion.

Chisholm Trail Technology Center contracts with Dogs against Drugs to provide spontaneous searches for drugs and alcohol throughout the school year. All areas of the school, including the parking lot and student vehicles, may be searched if reasonable suspicion is presented by the drug dog.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSION OF ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

Any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 (low-point beer) - or a controlled substance as defined by law shall immediately notify the superintendent or other administrative authority of such suspicion. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule. Any controlled dangerous substance removed or otherwise seized from any minor or other person shall be immediately delivered to a law enforcement authority for appropriate disposition. Any incident involving high school students will be reported to the parent/guardian of said student and sending school authorities.

CARE OF SCHOOL PROPERTY

In order to provide optimum education and training, it is essential that care and respect of school property and equipment be maintained at all times. Students who damage or destroy school property or personal property of employees or other students will be required to make complete restitution and disciplinary action may be taken. Failure to make such restitution is cause for suspension and/or legal action to be brought against the student.

SCHOOL VISITORS

It is the policy of Chisholm Trail Technology Board of Education that all visitors to any school facility obtain a visitor's pass at the main building. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without prior permission from the teacher and/or superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

SCHOOL VISITORS GRIEVANCE/APEALS PROCESS

Any person who has been removed from this institution or from a school activity or event whether held on or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal: Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing: The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to a complainant.
5. The decision of the board of education shall be final and unappealable.

USE OF TOBACCO PRODUCTS

Chisholm Trail Technology Center is a Tobacco Free Campus.

STUDENT LOCKERS

Student lockers are available in each program area. Locker assignments and lock combinations will be issued the first week of school. Lockers may be subject to search at any time by school personnel with or without reasonable suspicion.

MINUTE OF SILENCE

Pursuant to SB815, passed by the Oklahoma State Legislature and signed into law by the Governor of Oklahoma, Chisholm Trail Technology Center shall observe one minute of silence at the beginning of each school day. The purpose of this silence shall be to allow each student, in the exercise of his or her individual choice, to think, meditate, reflect, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or personnel shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

ELECTRONIC/WIRELESS COMMUNICATION DEVICES

Students may carry a cellular phone while attending Chisholm Trail Technology Center. Cell phone use is not allowed in the classrooms during class time, during meetings, assemblies, or during any activity when the ringing or use of the phone would disturb others. Cell phone must be set to silent notification at all times. Chisholm Trail Technology Center personnel may confiscate any cellular phone that causes a disruption at any time.

TELEPHONE USAGE

Students are allowed to use personal cellular phones during break time and before and after classes. Students are not to use telephones at the front desk or in the instructor's office unless permission is obtained. Students will be called from class for telephone calls only in cases of an emergency. A message and telephone number will be taken for students receiving calls during class time.

SCHOOL TRANSPORTATION

High School Students. Chisholm Trail Technology Center provides transportation for in-district high school students. Transportation departs from and returns to the sending schools on a regular schedule and will load and unload at a pre-designated area. Transportation is not a right of the student, but a privilege provided by the Board of Education. Students may ride this transportation provided they adhere to the rules and regulations of proper conduct. The driver has complete authority and will notify the superintendent of any problems which may occur. A conference will be scheduled with the student in an attempt to remedy the situation, and the parent/guardian will be notified. The superintendent shall take whatever action is deemed necessary to remedy the problem. Additional occurrences may result in suspension or termination of the student's transportation privilege. If a student is denied transportation for any reason, the parent/guardian and the sending school will be notified of the action and the reason(s) for the action.

Adult Students. Because hours of attendance are different for adults than for high school students, adults are required to provide their own transportation. If space is available, full-time adult student may ride the bus out in the morning and then again back to their home town in the afternoon.

STUDENT VEHICLE & DRIVING POLICY

High school students will be allowed to drive their vehicles to school provided they have parent/guardian approval and follow proper driving procedures. Students should park in the south parking lot, lock their car, and enter the building immediately upon their arrival. Students are not to sit in their cars upon arrival, during breaks, or to loiter in the parking area. Vehicles are not to be moved unless permission is secured from the program instructor and/or the site director. Reckless driving or speeding will not be tolerated and may result in loss of driving privileges. Adult students are also expected to follow these regulations.

STUDENT BREAKS

At the discretion of the program instructor, students may be allowed a break (see Appendix E) to be taken in the Student Center. All students are expected to cooperate in keeping the break area clean. Students should also assist in keeping the campus neat and attractive by placing litter in its proper place.

FOOD SERVICE

Vending machines are provided in the Student Center. Students are responsible for their own change for the vending machines. A refrigerator and microwave are available in the kitchen for students who bring lunches. Food should not be left in the refrigerator over weekends and holiday breaks. Students who use the kitchen microwave, refrigerator, etc., are responsible for keeping the area clean. Dishes/utensils used must be cleaned and stored. Spills should be wiped up immediately.

DRESS CODE

The Board of Education authorizes school authorities to enforce standards of appropriate student dress. The administration and instructional staff at Chisholm Trail Technology Center, in addition to teaching a marketable skill, contend that the school should help students realize that employers and society in general, demand personal characteristics in an individual, such as neatness and cleanliness.

With that objective in mind, it is a requirement that all students enrolled in the full-time programs be clean and neatly groomed at all times. Students must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each program and approved by the administration. (Uniforms are required in some programs). Tank tops, midriff tops, halter, or see-through blouses, clothes with offensive lettering or advertising, gym shorts, or similar type clothing are prohibited. Male students are required to wear shirts at all times, and all students are required to wear shoes.

STUDENT HEALTH - CONTAGIOUS DISEASES

A student, who is determined to be afflicted with a contagious disease, as defined by the Oklahoma Department of Health, shall be prohibited from attending school until a health official has determined that the disease is no longer contagious.

STUDENT FIRST-AID POLICY

Except for bona fide emergencies, first aid is given for accidents which occur on the way to school or while at school. Students must have a signed consent statement on file before first aid can be given. All accidents, no matter how minor, should be reported to the instructor immediately. An incident report will be written up and filed. All minor injuries will be treated by the instructor in each program location.

STUDENT INSURANCE

Chisholm Trail Technology Center does not carry insurance covering student accidents and is not liable for any changes in a student's health status resulting from school activities.

EMERGENCY PROCEDURES - FIRE AND STORM DRILLS

Fire and storm drills are held periodically during the school year to insure the safety of all students in an emergency. Evacuation plans for fire drills and shelter plans for storm drills are posted in each room. Students should be familiar with emergency procedures. All situational emergency evacuation plans are addressed in the Standard Emergency Operating Procedures and the Crisis Management Plan which can both be located in the Site Director's Office.

SCHOOL CLOSING

School closing due to inclement weather will be announced by area radio and television stations. Make up days will be scheduled.

AUTOMOTIVE SERVICE WORK POLICY

The Automotive Service Technology program observes the following procedures when scheduling work into the program:

- ❖ All automotive repair work will be scheduled by the program instructor;
- ❖ Only automotive repair work that will be of learning benefit to the student will be scheduled;
- ❖ All work will be scheduled to coincide with the appropriate lessons and program sequence;
- ❖ All work will be done by students in a training situation with supervision;
- ❖ There will be no warranty expressed or implied or any liability assumed for a vehicle scheduled for repair;
- ❖ Automotive repair work will be limited to the following:
 - Students enrolled full-time and patrons of the district
 - Parents of students enrolled in Automotive Service Technology
 - Full-time Chisholm Trail Technology Center employees, except the Superintendent and Board of Education members;
- ❖ Cost of repair work will be offset by charging the customer the retail price on parts along with a nominal shop fee;
- ❖ All repair work must be paid in full before the vehicle can leave the shop;
- ❖ Only vehicles that have legitimate repair situations can be scheduled for repair.

GRIEVANCE PROCEDURE

Any student enrolled at Chisholm Trail Technology Center, who alleges a violation, misinterpretation or inequitable application of those rules and regulations set forth in student rules and regulations or discrimination or harassment in programs/services on the basis of race, color, national origin, sex/gender, disability, age or veteran status may seek resolution of the situation.

It is the desire of the administration and Board of Education that any grievance a student might have about a situation or procedure at the school be resolved in an informal manner. This would include discussing the problem or grievance with an instructor, an advisor, or an administrator.

However, in situations where a solution cannot be reached in this informal manner, steps for a formal hearing of the problem are detailed in the grievance procedures available in the Chisholm Trail Technology Center Policy and Procedure Manual online at www.cttc.edu, from any administrator, or from Compliance Coordinator, Ronda Simpson, or Compliance Officers, Paul Hursh and Judy Schaffler.

STUDENT SERVICES

Guidance and Counseling. A certified counselor is available to assist prospective and current students with occupational choices, academic problems, decision-making, personal development, and personal adjustment/counseling problems. Students are also advised regarding course requirements and course selection.

Special Needs Population Students. Chisholm Trail Technology Center complies with the provisions and responsibilities of the Americans With Disabilities Act of 1990 (ADA). Services are available to students with disabilities, including accommodations in facilities, programs, and services. For additional information, contact a compliance coordinator or the counselor.

Assessment. The following assessments are utilized. Additional assessments may be substituted or given as deemed appropriate by the Assessment Staff. Testing completed as a part of the various programs is not listed.

- *Entrance Assessment for Proper Program Placement:*
 - Adults and some high school applicants are assessed with one of the following assessments during their application process. These help determine vocational interest, aptitudes/abilities, and/or work values.
 - **ESL System/ACT**
 - **Oklahoma Career Guide**
 - Practical Nursing applicants are assessed with the **ATI TEAS**.
- *Program Achievement:*
 - **Competency Testing from the Oklahoma Department of Career and Technical Education** is a written exam that a student must pass following segments or completion of the program to be considered a Course Concentrator or Program Completer.
 - **Brainbench Testing** is considered an alternate form of testing for some programs.
 - **Specific Occupational Credential Testing** is allowable as an alternative in some programs.

- *Evaluation for Career Tech Student Organizations (CTSO's):*
 - Specific CTSO State and National Officer Candidate Rating/Testing.
 - Specific CTSO District, Area, State, and National Student Competition Rating/Testing.

Job Development. Career Major Instructors and the Counselor assist students with job employability and job readiness skills such as resume development, acquisition of job interviewing and application skills, job search techniques, and knowledge of employee rights and responsibilities.

Job Placement. Chisholm Trail Technology Center uses the Career Major Instructors and the Counselor to provide job placement assistance to both current students and former students/graduates. Students who successfully complete their program of study will be notified of any job openings for which they are qualified, as demonstrated by competency attainment. Chisholm Trail Technology Center does not assure employment, but through teacher contacts, advisory committees, and job placement assistance, many students will be placed.

A "Job Information" bulletin board is maintained which lists classified advertisements of local job vacancies and job listings from business and industry. Job listings are updated frequently and can be found in the student center.

FINANCIAL AID

Chisholm Trail Technology Center awards federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested. Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, are expected to make a maximum effort to assist with educational expenses.

INSTITUTIONAL AND PROGRAM ELIGIBILITY

Documentation regarding Chisholm Trail Technology Center eligibility for all financial aid assistance programs is located in the Financial Aid Office. The Financial Aid Coordinator is responsible for the coordination of the Program Participation Agreement with the U.S. Department of Education.

FEDERAL NEEDS ANALYSIS METHODOLOGY

In assessing financial need, Chisholm Trail Technology Center's goal is to treat applicants uniformly and fairly. Therefore, Chisholm Trail Technology Center employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. The Federal Needs Analysis Methodology is based on a five-point philosophy of financial aid:

- a) To the extent that they are able, parents have the primary responsibility to pay for their children's education.
- b) Parents will, as they are able, contribute funds for their children's education.
- c) Students, as well as their parents, have a responsibility to help pay for their education.
- d) The family should be accepted in its present financial condition.

A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstance can and do alter a family's ability to contribute.

CONFIDENTIALITY AND INSPECTION OF STUDENT FINANCIAL AID RECORDS

All information (written or oral) that a student and/or family reveals in the process of seeking financial assistance is confidential. Access to this information is restricted to the Financial Aid Coordinator. Application materials become the property of Chisholm Trail Technology Center upon submission and are maintained in the student's file. All financial records and files required by law are retained for three (3) years from the end of the award year for which the aid was received. A student is entitled to examine his/her file within ten (10) working days after a written request to do so is filed with the Financial Aid Coordinator.

HONESTY IN USE OF FINANCIAL ASSISTANCE/REPORTING OF RESOURCES AND CHANGES

Students who apply for federal financial assistance and institutional assistance sign a statement which certifies that funds awarded will be used solely for expenses connected with attendance at this institution—tuition, books, supplies, fees, and living costs. The statement also states that the applicant has given accurate (true) information and agrees to report any changes in their financial information.

VERIFICATION OF INFORMATION

Students may be selected to verify FAFSA data either by the U. S. Department of Education or by Chisholm Trail Technology Center. Students selected for verification will be informed in writing of the documentation they are required to submit to verify the accuracy of family financial data and other data. Students who fail to complete verification will not receive assistance.

STUDENT BUDGET/LIVING EXPENSES

For purposes of awarding Title IV need-based assistance, Chisholm Trail Technology Center uses the standard budget allowance from the U.S. Dept. of Labor, Bureau of Labor Statistics. These figures are based on the Oklahoma Dept. of Commerce Consumer Price and are updated annually.

2018-2019 Student Budget/Allocations. Living expenses for the following categories of students and the budget allocations are listed below:

Student Classification	9 month
Dependent	7,784
Independent	16,498

Budget Allocations			
Housing	33%	Food	13%
Commodities	20%	Medical Care	7%
Energy/Transportation	14%	Miscellaneous	13%

Center does not offer institutional housing or board to its students. All students live off campus and commute. The cost of tuition, books, supplies, and fees are added to the above to determine cost of attendance. Additional expenses for child care and/or handicapped expenses may be added to the budget upon written documentation. Special budget considerations are approved by the Financial Aid Coordinator on a case-by-case basis. on a case-by-case basis. on a case-by-case basis. on a case-by-case basis.

GENERAL CONDITIONS OF ELIGIBILITY FOR FEDERAL TITLE IV PROGRAMS

In general, to participate in federally funded Title IV programs a student must:

- Have financial need;
- Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education;
- Be enrolled or accepted for enrollment as a regular student working toward a certificate in an eligible program;
- Be a U.S. Citizen or eligible non-citizen;
- Have a valid Social Security Number;
- Make Satisfactory Academic Progress (SAP);
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that federal student aid will be used only for educational purposes;
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.;
- Register with the Selective Service, or be exempt from registration as evidenced by a signed statement of educational purpose certification.

REQUIREMENTS FOR RECEIVING FINANCIAL AID

In order to receive Federal Title IV assistance and institutional assistance, a student must meet the general conditions of eligibility as listed above. Students with no previous course work at Chisholm Trail Technology Center are aided for their first disbursement period on the basis of good standing. Good standing means that the student is admissible to a career tech program as demonstrated by a high school diploma, GED, or having been evaluated as having the ability to benefit.

At the end of the first disbursement period and subsequent disbursement periods, students must be making satisfactory progress in previous course work and must have completed all hours of training in a disbursement period that he/she has been paid for, before receiving subsequent disbursements.

SATISFACTORY PROGRESS FOR FINANCIAL ASSISTANCE

Refer to this handbook for satisfactory progress.

At the end of a student's disbursement period, the Financial Aid Coordinator will prepare a Student Financial Aid Progress Report. The Progress Report is given to the instructor for him/her to complete the qualitative (grades) and quantitative (completion rate) measures. The instructor completes, signs, and dates the progress report and returns it to the Financial Aid office within five (5) days of receipt.

The Financial Aid Coordinator determines if the student is making satisfactory progress, indicates satisfactory or unsatisfactory progress on the Progress Report, signs and dates the report, records the student's progress on the student financial aid folder, and files the progress report in the student's financial aid folder.

A student who has unsatisfactory progress will be denied remaining Title IV Funds, until the student has appealed and regained satisfactory progress. The Financial Aid Coordinator will send the student a Notice of Unsatisfactory Progress Letter, informing the student of the reasons for the unsatisfactory progress. The notice will also include the ~~conditions for appealing the ineligibility and~~ terms for regaining Title IV eligibility.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

A student who is denied aid due to unsatisfactory progress must regain satisfactory academic progress prior to the end of that disbursement period in order to receive further assistance.

RETURN OF FEDERAL TITLE IV FINANCIAL AID POLICY

In compliance with the provisions of the Higher Education Amendments of 1998, a student who withdraws, drops, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or for some reason fails to complete a period of enrollment for which they have been charged, may only keep the financial aid they have earned. Title IV funds that were disbursed in excess of the earned amount must be returned by Chisholm Trail Technology Center and/or the student to the federal government. Chisholm Trail Technology Center will bill the student for the amount of Title IV Aid the institution must return. Students who are considering dropping their enrollment at Chisholm Trail Technology Center are strongly encouraged to consult with the Financial Aid Coordinator to determine the effect of such action and how much money they will be required to return to the Department of Education.

CALCULATION OF RETURN OF TITLE IV FUNDS

A Return of Title IV Funds calculation will be made by the Financial Aid Coordinator. The steps are as follows:

1. Determine the date of withdrawal – The withdrawal date is defined as the student's last date of attendance as determined by Chisholm Trail Technology Center's attendance record.
2. Determine the percentage of the payment period or period of enrollment completed
3. Determine the amount of Title IV Aid earned by the student – Multiply the total of Title IV aid disbursed (plus the Title IV aid that could have been disbursed) for the payment period or period of enrollment by the percentage of Title IV aid earned.
4. Determine that amount of Title IV Aid that must be returned – Subtract the amount of Title IV Aid Earned from the Amount of Title IV Aid Disbursed for the payment period or period of enrollment.
5. Determine the amount of Unearned Title IV Aid to be returned by the Institution - Chisholm Trail Technology Center must return the lesser of: total unearned aid (\$646.00); or the sum of the institutional charges multiplied by the percent of aid unearned.

Determine the amount of Unearned Title IV Aid to be returned by the Student – Subtract amount of unearned Title IV Aid to be returned by Chisholm Trail Technology Center from total amount of unearned aid. Since Chisholm Trail Technology Center participates only in the Pell Grant program, this amount is reduced by 50%.

OVERPAYMENT

The Financial Aid Coordinator will notify the student within 30 days from the withdrawal date if a return of funds is required. A student who must return unearned Title IV Aid remains eligible for Title IV HEA program funds for 45 days from the date notification is sent to the student, if during the 45 days, the student:

- a) Repays the overpayment in full to Chisholm Trail Technology Center
- b) Signs a repayment agreement with the Dept. of Education

If the student fails to repay or does not enter into a repayment agreement with the Department of Education, an overpayment exists and the Financial Aid Coordinator will refer the overpayment to the Department of Education and to the NSLDS, and the student will be ineligible for federal student aid funds at any school until the amount is repaid or until satisfactory repayment arrangements are made.

In addition, an overpayment exists anytime a student receives a payment that is greater than the amount for which the student is eligible. Examples of the most common types of overpayments which may occur at Chisholm Trail Technology Center are:

- a) School error, for instance, when a student's award is taken incorrectly from the Payment Schedule, or when the school pays a student who is not making satisfactory progress.
- b) Student error, such as failing to report the spouse's income on the application, incorrect data on the SAR/ISIR, or failing to report attendance and financial aid received at another school.

An overpayment that is caused by school error will be corrected, if possible, by reducing subsequent Pell payments for that award year. If that is not possible, Chisholm Trail Technology Center will return the overpayment.

If an overpayment is due to student error, and the overpayment can't be eliminated by adjusting subsequent disbursements, the student must return the overpayment. If the overpayment is due to incorrect data on the SAR/ISIR, the Financial Aid Coordinator requires correction of SAR/ISIR by the student. The Financial Aid Coordinator will withhold subsequent payments until the corrected SAR/ISIR is received.

The Financial Aid Coordinator must report an overpayment to NSLDS within 30 days of learning of the overpayment. Chisholm Trail Technology Center will attempt to collect an overpayment from the student. If this is not possible, i.e., the student cannot be contacted, the student is uncooperative, or if a repayment plan has been established and the student refuses to pay or discontinues payment, the Financial Aid Coordinator will refer the student's case to the U.S. Dept. of Education Debt Collection Service (DCS) for collection.

RETURN OF TITLE IV FUNDS DISTRIBUTION

Since Chisholm Trail Technology Center participates only in the Federal Pell Grant program, all overpayments are returned to the Federal Pell Grant program. Chisholm Trail Technology Center must return its share of unearned Title IV Funds no later than 45 days after it determines that a student has dropped and an overpayment exists.

EFFECT OF DROP OF ENROLLMENT/RE-ENTRY ON SATISFACTORY PROGRESS

If a student receiving financial aid drops a program after the 60% point in time of the disbursement period, and then re-enters the same program at a later date, the student must complete all course work already paid for before receiving additional financial aid. A student will not be paid for the same course work more than one time.

If a student drops a program under unsatisfactory progress conditions and re-enters the same program at a later date, the student will reenter on financial aid probation and must re-establish eligibility by meeting all satisfactory progress requirements by the end of the probationary disbursement period.

DESCRIPTION OF AVAILABLE FINANCIAL ASSISTANCE

The following programs of financial assistance are available at Chisholm Trail Technology Center:

Federal Title IV Programs:

PELL Grant

Purpose - The Pell Grant Program is a federally funded grant program which provides assistance to adult students who are enrolled for a full academic year. Grant amounts are based on need, cost of attendance, and enrollment status.

Application Procedures - Students must complete a "Free Application for Federal Student Aid" (FAFSA) form. FAFSA applications may be submitted to the U.S. Dept. of Education through the Internet by using *FAFSA on the Web* at www.fafsa.ed.gov

Students who applied for financial aid the previous year, may qualify to use a Renewal FAFSA. Students who use the Renewal FAFSA must correct/update his or her information. After the student has signed and submitted their FAFSA, an ISIR will be sent electronically to the schools listed on the student's application. This ISIR will be used to determine the student's award. Students who applied for federal aid electronically will receive a reminder through e-mail that it's time to reapply.

Students who complete FAFSA on the Web, should apply for an FSA ID. An FSA ID is a username and password that serves as an identifier. An FSA ID allows access to personal federal student aid information online and allows students (and parents, if they have an FSA ID and applicant is a dependent student) to sign the FAFSA electronically, which means the student aid process can be completed totally online.

If a student does not submit a signed FAFSA; the student will receive a SAR without an EFC. The SAR must be signed and resubmitted to the U.S. Dept. of Education, and a revised SAR with an EFC will be returned to the student.

The Student Aid Report (SAR) or Institutional Student Information Report (ISIR) includes a summary of the application information submitted and the determination of the expected family contribution (EFC). This EFC is the result of computations involving the financial

and non-financial data submitted on the application, and is the number used in determining eligibility for federal student aid. The specific computations involved in the calculation may be obtained by contacting the Financial Aid Coordinator.

Students should review their SAR carefully to make sure it is correct, and submit it to the Financial Aid Coordinator. If any changes are necessary, the Financial Aid Coordinator can submit the corrections electronically. If a student meets all eligibility requirements, they will receive an Award Letter notifying them of the amount of their grant award and the projected payment schedule.

y requirements. In addition, the Pell Grant is restricted to students who have not earned a Bachelor's degree, and have not been convicted of possessing or selling illegal drugs while receiving Title IV aid. Students may not receive a Pell Grant from more than one institution concurrently. PELL recipients are limited to 12 semesters of financial assistance; the maximum percentage of Lifetime Eligibility Used (LEU) is 600%. See the financial aid coordinator for complete details. See the financial aid coordinator for complete details.

Criteria for Selecting Recipients from Group of Eligible Applicants - All students who are eligible will receive a Pell Grant providing they have all the necessary documents and signatures.

Criteria for Determining Amount of Student Aid - Pell Grant amounts are based upon the following:

- Tuition and fee costs for program plus Pell Grant living allowances;
- Enrollment status of student (full-time or half-time);
- Length of Career Major and length of time student is enrolled;
- Payment schedule revised annually by federal government and available for inspection in the Financial Aid Office.

Method and Frequency of Distribution - Students receive a Pell Grant disbursement approximately six to eight weeks from date of entry into a Career Major. At the end of the first disbursement period and subsequent disbursement periods, students must be making satisfactory progress in previous course work and must have completed all hours of training in the previous disbursement period in order to receive further financial assistance. Chisholm Trail Technology Center will have two (2) payment periods per award year, dependent upon when the student is enrolled, and on whether the majority of the hours in a payment period fall within that award year. Drawdown requests for disbursements are made the 15th and 30th of each month, when applicable. Disbursements will be made by individual check to each student. The Business Office processes the checks, gives them to the Activity Account Manager who distributes them to the students. **Students must show photo identification to receive their check.**

Oklahoma Tuition Aid Grant (Student State Incentive Grant)

Purpose - The purpose of the Oklahoma Tuition Aid Grant (OTAG) is to assist students with financial need in meeting part of the cost of their education.

Application Procedures - Students who wish to apply for OTAG must complete the "Free Application for Federal Student Aid" form. This information is then released to the state financial aid agency (Oklahoma State Regents for Higher Education).

Eligibility Requirements - Students must meet all of the general eligibility requirements. In addition, the student must be an Oklahoma resident, attend an approved Oklahoma school, and must demonstrate substantial financial need as determined by the Oklahoma State Regents of Higher Education.

Criteria for Selecting Recipients from Group of Eligible Applicants - Eligible applicants are funded to the limit of available funds on a first-come, first-served basis. Deadlines for application are established annually.

Criteria for Determining Amount of Student Aid - Grant amounts are based upon the following:

- Financial need as determined by the Oklahoma State Regents for Higher Education;
- Cost of attendance at Chisholm Trail Technology Center;
- Oklahoma Board of Regents determines recipients.

Method and Frequency of Disbursement - Upon receipt of funds from the OTAG program, Chisholm Trail Technology Center will issue individual checks. Disbursement will usually be made twice per academic year, at the beginning of the fall semester, and at the beginning of the spring semester.

Oklahoma's Promise (formerly OHLAP)

Purpose - The purpose of the Oklahoma's Promise is to assist students with financial need in meeting part of the cost of their education.

Application Procedures - Students will have already applied for Oklahoma's Promise and been accepted prior to attending CTTC.

Eligibility Requirements - Students must meet all of the general eligibility requirements. In addition, the student must be an Oklahoma resident, attend an approved Oklahoma school, and must demonstrate substantial financial need as determined by the Oklahoma State Regents of Higher Education.

Criteria for Determining Amount of Student Aid - Grant amounts are based upon the following:

- Financial need as determined by the Oklahoma State Regents for Higher Education
- Cost of attendance at Chisholm Trail Technology Center.

Method and Frequency of Disbursement - Upon receipt of funds from Oklahoma's Promise, Chisholm Trail Technology Center will issue individual checks. Disbursement will usually be made twice per academic year, at the beginning of the fall semester, and at the beginning of the spring semester.

Workforce Investment Act (WIA)

Purpose - The purpose of the Workforce Investment Act is to assist the economically disadvantaged and other individuals facing employment barriers who are in need of training to obtain productive employment.

Application Procedures - To apply, contact:

2615 E. Randolph
Enid, OK 73701
(580) 242-6131

Native Americans - Cheyenne & Arapaho Tribal Complex
P. O. Box 38
Concho, OK 73022
(405)-262-0345

Eligibility Requirements - Applicants must meet WIA economic, employment, and geographic guidelines which are determined by a WIA Counselor.

Criteria for Selecting Recipients from Group of Eligible Applicants - Determined by WIA guidelines.

Criteria for Determining Amount of Student Aid - Determined by WIA guidelines.

Method and Frequency of Disbursement - Determined by WIA guidelines.

Vocational Rehabilitation

Purpose - The purpose of Vocational Rehabilitation is to assist individuals who are physically or mentally handicapped. Services include testing, psychological evaluation, medical exam, and counseling services.

Application Procedures - Contact the Oklahoma Department of Rehabilitation Services in your area.

Eligibility Requirements - Eligibility is determined by the Oklahoma Department of Rehabilitation Services.

Criteria for Selecting Recipients from Group of Eligible Applicants - Determined by the Oklahoma Department of Rehabilitation Services.

Criteria for Determining Amount of Student Aid - In some cases, assistance will include tuition, books, and supply costs. Amounts are determined by the vocational rehabilitation counselor.

Method and Frequency of Disbursement - Determined by Oklahoma Department of Rehabilitation Services.

Bureau of Indian Affairs

Purpose - One of the purposes of the Bureau of Indian Affairs is to provide assistance to native Americans who meet the requirements mandated by each tribe.

Application Procedures - To apply for assistance, contact the tribal office.

The address for the local Cheyenne & Arapaho Tribes is: Cheyenne & Arapaho Tribes of Oklahoma
Employment Opportunity Training Services
P. O. Box 38
Concho, OK 73022
(405) 262-0345

Eligibility Requirements - Bureau of Indian Affairs determines eligibility.

Criteria for Selecting Recipients from Group of Eligible Students - Determined by tribal agency.

Criteria for Determining Student Aid - Assistance is determined by tribal agency. Grants may provide tuition, supplies, and living expenses.

Method and Frequency of Disbursement - Determined by tribal agency.

Oklahoma Nursing Student Assistance Scholarship

Purpose - The purpose of the Nursing Student Assistance Scholarship Program is to provide assistance to Oklahoma nursing students pursuing LPN, and BSN, or MSN degrees and who are interested in practicing nursing in Oklahoma communities, with emphasis placed on rural or smaller communities. The scholarship is provided by the Physician Manpower Training Commission. Two types of scholarship loans are available: Matching and Non-Matching. Matching scholarship loans are provided on an equal basis by the State of Oklahoma and a health institution interested in securing the services of the nurse upon graduation. These scholarships range from \$1,000 to \$2,500. The scholarship recipient is obligated to practice nursing at the sponsoring institution one year for each academic year of assistance received or repay the scholarship loan plus interest and/or penalties. Non-Matching scholarships are funded solely by the State of Oklahoma and are in the amount of \$1,250 for LPN study. Scholarship recipients are obligated to practice nursing as an LPN in the State of Oklahoma for one year for each academic year of financial assistance. Those nurses who do not fulfill their service obligation must repay the scholarship loan plus interest and/or penalties.

Application Procedures - Applications can be obtained from the Financial Aid Coordinator.

Eligibility Requirements - Applicant must:

- a) be a legal resident of Oklahoma;
- b) be a citizen of the United States;
- c) must have been unconditionally admitted as a student in an accredited/approved program of nursing study. Certification of acceptance and/or of being a student in good standing must be submitted.

Criteria for Selecting Recipients from Group of Eligible Applicants - Applications are accepted and considered as long as funds are available. If more applications are received than can be funded, screening will be conducted by the Nursing Scholarship Advisory Committee and scholarship recipients will be selected. Income limitations may be imposed.

Criteria for Determining Student Aid - Determined by Physician Manpower Training Commission.

Method and Frequency of Disbursement - Determined by Physician Manpower Training Commission.

Career Tech Foundation Scholarships Career Tech Foundation Scholarships

Purpose - Oklahoma Career Tech Foundation Scholarships are reserved for adult students who have initiated formal training to achieve career tech objectives. These scholarships are reserved for deserving adult students who may not qualify for other scholarship or student assistance programs. They are awarded more on the basis of need and commitment rather than on good grades alone.

Application Procedures - Applications may be obtained from the Financial Aid Coordinator.

Eligibility Requirement -

- (a) Must be at least 18 years of age;
- (b) Must be enrolled in and making satisfactory progress in a full-time program;
- (c) Must exhibit an evident need for scholarship assistance;
- (d) Must declare an intention to complete a career objective in the stated career tech program.

Criteria for Selecting Recipients from Group of Eligible Applicants - Determined by Oklahoma Career Tech Foundation.

Criteria for Determining Student Aid - The number of scholarships and the dollar amounts may vary with the availability of foundation funds and with the special needs reflected among the applicants.

Method and Frequency of Disbursement - Scholarship certificates and checks will be sent to Chisholm Trail Technology Center for disbursement by the Financial Aid Coordinator.

Pioneer Telephone Cooperative, Inc. Career Tech Scholarship

Purpose - The purpose of the Pioneer Telephone Cooperative Inc. Career Tech Scholarship is to provide assistance to a qualified student wishing to attend a career tech school within the service area of Pioneer Telephone Cooperative, Inc. The scholarship shall cover the cost of tuition up to \$1000 per year.

Application Procedures - Application form is available in the Financial Aid Office, at your local Pioneer Telephone Office, or mailed out in your Tele-Topics newsletter.

Eligibility Requirements - Applicant must be a subscriber of Pioneer Telephone Cooperative, Inc., or a son, daughter, or legal dependent of a subscriber.

Criteria for Selecting Recipients from Group of Eligible Students - Board of Trustees of Pioneer Telephone Cooperative, Inc., reserves full discretion with regard to the granting or renewal of any scholarship.

Criteria for Determining Student Aid - Criteria is determined by Pioneer Telephone Cooperative, Inc. Scholarship Committee.

Method and Frequency of Disbursement - Application deadline is July 1.

Steward-Newkirk Trust

Purpose - The purpose of the Steward-Newkirk Trust is to assist Watonga area students who are seeking education and training in specialized careers.

Application Procedures - Applications can be obtained from the Financial Aid Coordinator.

Eligibility Requirements - Applicant must be residing in the Watonga area and be seeking education and training in specialized careers in a full-time program or through Adult Career Development courses.

Criteria for Selecting Recipients from Group of Eligible Students - Applications are submitted to the Trust Committee by the Financial Aid Coordinator and selected by the Trust Committee following the rules and regulations as established by the Trust.

Criteria for Determining Student Aid - Amount of financial assistance is determined by the Trust Committee.

Methods and Frequency of Disbursement - Determined by the Steward-Newkirk Trust Committee.

Institutional Aid Programs:

Thirteenth Year Tuition Waiver Scholarship

Purpose - The purpose of the 13th Year Tuition Waiver is to provide assistance with tuition for in-district students who graduate from a high school in the Chisholm Trail Technology Center school district. Eligible graduates have one (1) year following the date of their high school graduation to make application.

Application Procedures - Applications can be obtained from the Financial Aid Coordinator and/or high school counselors.

Eligibility Requirements - Applicant must be a graduate of a high school within the school district, who during their junior or senior years were enrolled in a Career Major at Chisholm Trail Technology Center, be in good academic standing, and pursuing the final hours of their Career Major. Student must complete a scholarship application, and submit a copy of his/her high school transcript and high school attendance record. Scholarship is limited to the completion of one career major.

Criteria for Selecting Recipients from Group of Eligible Students - All applications will be reviewed for the 13th Tuition Waiver and may be awarded provided they meet the eligibility requirements.

Criteria for Determining Amount of Student Aid - The 13th Year Tuition Waiver applies to tuition only. Books, supplies, enrollment fee, and other material required in the program are the responsibility of the students. A \$20 enrollment fee is required. This is a non-refundable charge and is not covered by the 13th Year Scholarship.

Method and Frequency of Disbursement - Tuition waivers are awarded upon enrollment as a regular student in a full-time Career Major and submission of the scholarship application, transcript, and attendance record. Tuition waivers are credited to each recipient's student account.

Howell-Legako-Hayes Scholarship

Purpose - The purpose of the Howell-Legako-Hayes Scholarship is to assist students wishing to obtain training and skills necessary for gainful employment with the cost of attendance at Chisholm Trail Technology Center.

Application Procedures - Applications can be obtained from the Financial Aid Coordinator.

Eligibility Requirements - Applicants must complete the Howell-Legako-Hayes Scholarship Application. Applicants must be enrolled in a full-time training program at Chisholm Trail Technology Center for a minimum of 9 weeks. Scholarships are awarded on the basis of financial need, satisfactory progress, and satisfactory attendance.

Criteria for Selecting Recipients from Group of Eligible Students - Each applicant will be interviewed by the Superintendent and the Financial Aid Coordinator, and then recommended to the Scholarship Selection Committee as an eligible applicant for the scholarship. The Superintendent, Financial Aid Coordinator, and the Scholarship Selection Committee will make the final decision.

Criteria for Determining Amount of Student Aid - The amount of the scholarship awarded will be determined by the Scholarship Selection Committee based upon the student's need, and the availability of scholarship funds.

Method and Frequency of Disbursement - Scholarships will be awarded as funds are available, and will be credited to each recipient's student account.

The following scholarship assists completers of Chisholm Trail Technology Center Automotive Service Technician Career Major in continuing their education:

Kasey Brady Memorial Scholarship

Purpose - The purpose of the Kasey Brady Memorial Scholarship is to assist an Automotive Service Technology student at Chisholm Trail Technology Center in their pursuit of additional education or training in the automotive technology field or a related field of study following completion of their program at Chisholm Trail Technology Center.

Application Procedures - Those wishing to apply for the scholarship must complete the official application form and return it to the Financial Aid Office prior to the deadline. The Automotive Service Technology Instructor must rate each applicant on qualities listed on the application form, and may write additional comments if desired. Applications will be reviewed by the Scholarship Selection Committee to determine if the applicants meet all scholarship criteria and a recipient will be selected. The committee will consist of the Financial Aid Coordinator, an Administrator, instructor, and one other employee of Chisholm Trail Technology Center.

Eligibility Criteria - Applicants must:

- a) be an occupational or program completer of the Automotive Service Technician Career Major at Chisholm Trail Technology Center, and a high school graduate;
- b) must have attended Chisholm Trail Technology Center for the entire 1050 hours;
- c) must have applied for admission to an (accredited) institute with the intent of pursuing additional education or training in the automotive technology field or a related field of study;
- d) have satisfactory progress (cumulative grade of "C" or better, and 90% attendance at Chisholm Trail Technology Center)
- e) complete the official scholarship application form.

Criteria for Selecting Recipients from Group of Eligible Students - Applicants must meet eligibility requirements as stated above.

Criteria for Determining Amount of Student Aid - One (1) scholarship of \$500 will be awarded annually for an applicant who meets the criteria.

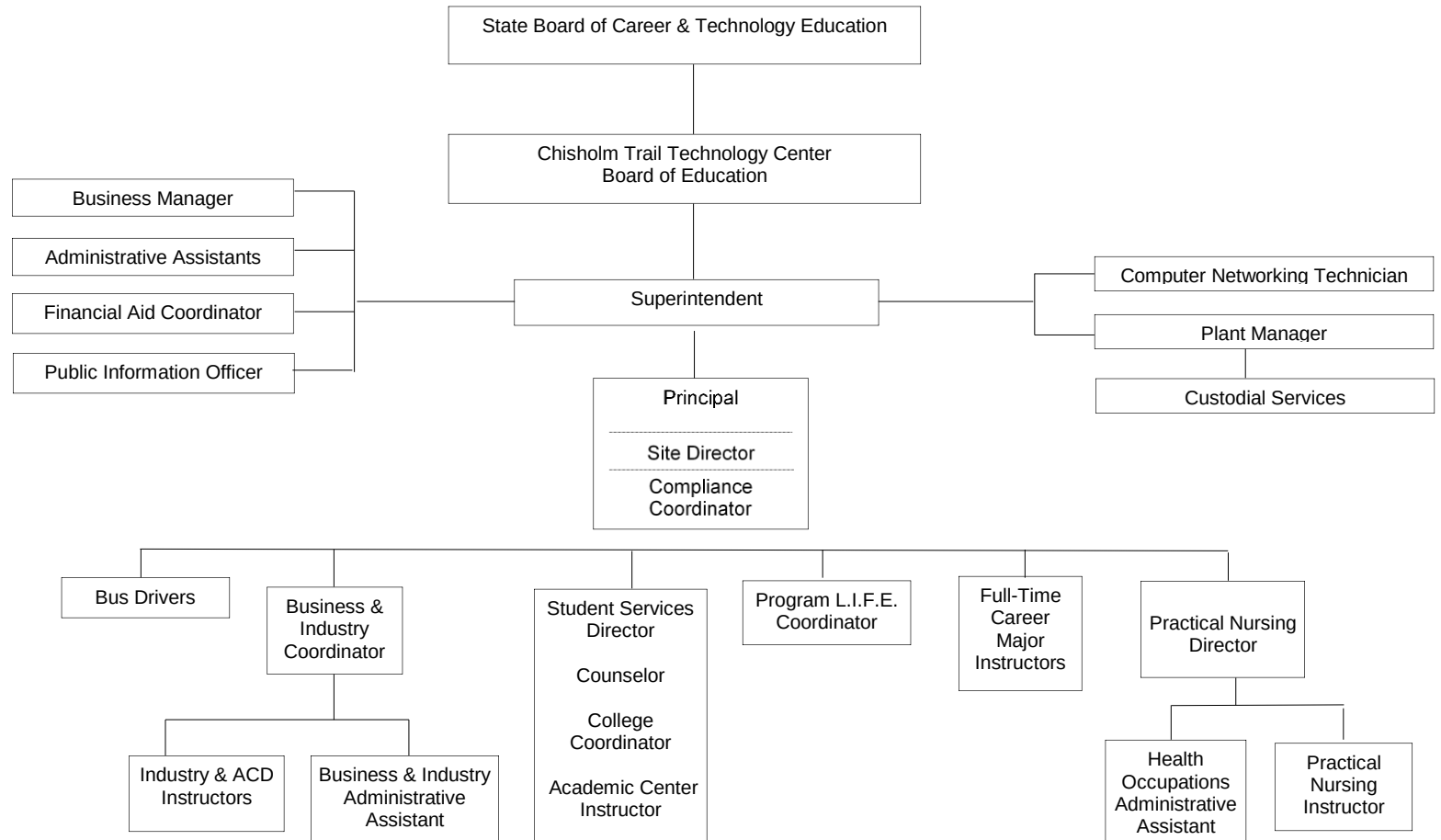
Method and Frequency of Distribution - A scholarship check will be written to the student and the institution the student is attending. The scholarship recipient must present an official letter of acceptance from the institution, along with a copy of their student enrollment. The scholarship check will not be issued until the student has attended at least one week of class

CTTC
2018-2019

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APPENDIX B

ORGANIZATIONAL CHART



MAP OF CHISHOLM TRAIL TECHNOLOGY CENTER



APPENDIX D

**CHISHOLM TRAIL TECH CNTR-OMEGA
PLACEMENT SUMMARY BY CAREER MAJOR
CM COMPLETORS ONLY
FOR SCHOOL YEAR 1516**

ALL STUDENTS

PLACEMENT BY CAREER MAJOR																		
CODE	CAREER MAJOR	Military-1		Employed Related CM-2		Employed Reld to Cluster-9		Employed Not Related-3		Continuing Education-4		Unemployed but Seeking-5		Not in Labor Force-6		Total Known	Unknown	
TR0080025	AUTOMOTIVE SERVICE TECHNICIAN (NATEF COMPLIANT)	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	0	0%
HL0010022	BASIC MEDICAL ASSISTANT	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0	0%
HM0040003	COSMETOLOGIST	0	0%	3	100%	0	0%	0	0%	0	0%	0	0%	0	0%	3	0	0%
HM0040006	COSMETOLOGIST - PUBLIC	0	0%	3	43%	0	0%	0	0%	3	43%	1	14%	0	0%	7	0	0%
FN0010005	FULL CHARGE BOOKKEEPER	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	1	0	0%
IT0030010	GRAPHIC DESIGN SPECIALIST	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	0	0%
HL0010027	LONG TERM CARE AIDE	0	0%	7	100%	0	0%	0	0%	0	0%	0	0%	0	0%	7	9	56%
HM0040007	MASTER INSTRUCTOR	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0	0%
BA0020005	MEDICAL INSURANCE CODER	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	1	0	0%
HL0010049	NURSING ASSISTANT	0	0%	3	43%	0	0%	1	14%	3	43%	0	0%	0	0%	7	0	0%
HL0010042	PRACTICAL NURSE	0	0%	12	86%	2	14%	0	0%	0	0%	0	0%	0	0%	14	0	0%
IT0030019	WEB DESIGNER	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	1	100%

* Information is obtained from ODCTE follow up reporting.

APPENDIX E**WAGE DATA BY CAREER MAJOR** *

WAGE DATA BY CAREER MAJOR							
Cluster	Career Major	# Employed	# Wages Reported	% Reporting Wage	Average Wage (per hr)	High Wage	Low Wage
TR0080025	AUTOMOTIVE SERVICE TECHNICIAN (NATEF COMPLIANT)	1	1	100%	\$10.50	\$10.50	\$10.50
HL0010022	BASIC MEDICAL ASSISTANT	1	1	100%	\$11.00	\$11.00	\$11.00
HM0040003	COSMETOLOGIST	3	3	100%	\$15.33	\$19.00	\$9.00
HM0040006	COSMETOLOGIST - PUBLIC	3	3	100%	\$13.66	\$15.00	\$12.00
HL0010027	LONG TERM CARE AIDE	7	7	100%	\$9.28	\$10.00	\$9.00
HM0040007	MASTER INSTRUCTOR	1	1	100%	\$25.00	\$25.00	\$25.00
HL0010049	NURSING ASSISTANT	3	3	100%	\$9.33	\$10.00	\$9.00
HL0010042	PRACTICAL NURSE	14	13	93%	\$17.99	\$22.00	\$10.40

* Information is obtained from ODCTE follow up reporting.

APPENDIX F

**Chisholm Trail Technology Center
Class Time Schedule**

8:05-9:00	Period 1
9:00-9:05	Break
9:05-10:00	Period 2
10:00-10:05	Break
10:05-11:05	Period 3
11:05-12:20	Lunch
12:20-1:15	Period 4
1:15-1:20	Break
1:20-2:15	Period 5
2:15-2:20	Break
2:20-3:20	Period 6
3:20	Dismissal

APPENDIX G

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling

_____ Spitting

_____ Stalking

_____ Demeaning Comments

_____ Inappropriate Gesturing

_____ Stealing

_____ Staring/Leering

_____ Damaging Property

_____ Writing/Graffiti

_____ Shoving/Pushing

_____ Threatening

_____ Hitting/Kicking

_____ Taunting/Ridiculing

_____ Flashing a Weapon

_____ Inappropriate Touching

_____ Intimidation/Extortion

_____ Other _____

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____

Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

RECEIPT OF STUDENT HANDBOOK AND STATEMENT OF COMPLIANCE

Signature of Student

Date

Signature of Parent/Guardian _____ Date _____

User Full Name (Print): _____

Home Address: _____

Telephone: _____

Type of User: ☐ Student ☐ Administrator ☐ Client
 ☐ Instructor/Instructional Support Staff ☐ Guest ☐ Support Staff

User/Signature of Student

Date

Signature of Parent/Guardian _____ Date _____

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