MISSION STATEMENT

Training, Services, and Economic Development

GORDON COOPER TECHNOLOGY CENTER
ONE JOHN C. BRUTON BOULEVARD
SHAWNEE OK 74804
405-273-7493
www.gctcch.org

The Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, ethnicity, religion, national origin, age, gender, disability or veteran status in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services. Compliance Officers are: Mike Matlock, Neisha Haskins and Donna Stone.

Information regarding career majors and gainful employment statistics of our former students can be found under the “About” tab on our school website: www.gctech.edu
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I. INTRODUCTION

ACCREDITATION APPROVAL AND LICENSING OF PROGRAMS

Oklahoma State Department of Education
Oklahoma Board of Career and Technology Education
Oklahoma State Board of Nursing
Oklahoma State Department of Health
Federal Aviation Administration
Automotive Service Excellence
Associated General Contractors of America
U. S. Department of Education
State Accrediting Agency

BOARD OF EDUCATION

Zone 1 – Dr. Dean Evans
Zone 2 – Mr. Bill Thompson
Zone 3 – Mr. Gary Crain
Zone 4 – Mr. Tom Wilsie
Zone 5 – Mr. Jimmy Gibson

AREA PARTNER SCHOOLS

Asher High School  Justice School  Prague High School
Bethel High School  Liberty Academy  Seminole High School
Bowlegs High School  Lighthouse Christian Acad.  Shawnee High School
Butner High School  Macomb High School  South Rock Creek School
Chandler High School  Maud High School  Strother High School
Dale High School  Meeker High School  Tecumseh High School
Earlsboro High School  New Lima High School  Varnum High School
Family of Faith  North Rock Creek School  Wellston High School
Grove School  Paden High School  Wewoka High School
Jim Thorpe Academy  Pleasant Grove – Shawnee  White Rock School

HOURS

For most full-time career pathways:
AM Session – 8:15 a.m. – 11:15 a.m.
Lunch – 11:15 a.m. to 12:55 p.m.
PM Session – 12:55 p.m. – 3:55 p.m.
Bookstore – 8:00 am. – 4:30 p.m.
Aviation Maint – 8:20 a.m. – 11:05 a.m.
1:00 p.m. – 3:45 p.m.

Professional Diesel Tech – 7:00 a.m. – 2:00 p.m.
Practical Nursing – 8:00 a.m. – 4:00 p.m.
*Clinical Hours May Vary
Evening Practical Nursing – 4:30 p.m. – 9:00 p.m.
Seminole Campus – 7:45 a.m. – 10:45 a.m.
12:55 p.m. – 3:55 p.m.
Gordon Cooper Technology Center
2015-2016 Calendar

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7/3 - Independence Day
Campus Closed

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8/3 - Instructors Report
8/3-4 August Conference
8/12 - First day of classes

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9/7 - Labor Day - Campus Closed

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10/9 - End of 1st 9 weeks
10/15-16 No School
10/16 - Campus Closed

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11/4 - Professional Day (8th grade Expo)
11/5-6 - Sophomore Showcase
11/11 - Veteran's Day
11/25-27 - No School
11/25-27 - Thanksgiving Break (campus closed)

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12/10 - Parent Night
12/16 - Last day for Students
12/21-31 - No School
12/24-31 Campus Closed

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1/1 - New Years Day (campus closed)
1/4 - Staff Report
1/5 - 2nd Semester Starts
1/16 - MLK Day - Campus Closed

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2/15 - Professional Day

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3/6 - End of 3rd 9 weeks
3/7-8 - Student Interviews
3/14 - 18 - Spring Break
3/17 - 18 - Campus Closed
3/25 - Professional Day

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<th>April 2016</th>
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4/14 & 21 - Dinner with Teacher
4/18 & 19 - Professional Day

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</table>

5/20 - End of 2nd Semester (Last day for Students)
5/30 - Memorial Day - Campus Closed
5/31 - Last day for Instructional Staff

Board Approved 1/13/15
Revised: 2/10/15
### AM Session - Seminole

<table>
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<tr>
<th>Route</th>
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<tr>
<td>Paden</td>
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</tr>
<tr>
<td>Prague</td>
<td>7:15</td>
<td>11:30</td>
</tr>
<tr>
<td>Strothers</td>
<td>7:03</td>
<td>11:09</td>
</tr>
<tr>
<td>Varnum</td>
<td>7:20</td>
<td>11:00</td>
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<tr>
<td><strong>Route # 2</strong></td>
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<tr>
<td>Asher</td>
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<td>Macomb</td>
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<tr>
<td>Maud</td>
<td>7:00</td>
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<td>Bowlegs</td>
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<td><strong>Route # 3</strong></td>
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<tr>
<td>Butner</td>
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<tr>
<td>Jim Thorpe</td>
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<td>Tecumseh</td>
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## BUS SCHEDULE 2014-2015 (cont.)

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## PM Session - Seminole

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<tr>
<td>Macomb</td>
<td>11:45</td>
<td>4:40</td>
</tr>
<tr>
<td>Maud</td>
<td>11:20</td>
<td>4:10</td>
</tr>
<tr>
<td>Bowlegs</td>
<td>11:05</td>
<td>4:00</td>
</tr>
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<td>Seminole</td>
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<tr>
<td><strong>Route # 3</strong></td>
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<td>Wewoka</td>
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<tr>
<td>New Lima</td>
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<tr>
<td>Bowlegs/Seminole HS-PU RT. #4</td>
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<td>Maud/Seminole HS-PU RT. #4</td>
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<td>Varnum</td>
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<td>Seminole HS</td>
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<td>Seminole Campus</td>
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<td><strong>Route # 5</strong></td>
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<tr>
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<tr>
<td>Chandler</td>
<td>11:40</td>
<td>5:15</td>
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<tr>
<td>Meeker</td>
<td>12:00</td>
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<tr>
<td>Dale</td>
<td>12:20</td>
<td>4:30</td>
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<tr>
<td>McLoud</td>
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<tr>
<td><strong>Route # 6</strong></td>
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<tr>
<td>Earlsboro</td>
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<tr>
<td>Tecumseh</td>
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<tr>
<td>Bethel</td>
<td>11:45</td>
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<tr>
<td>Shawnee</td>
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<tr>
<td>Jim Trope</td>
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### BUS SCHEDULE 2014-2015 (cont.)

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<tr>
<th>PM Session Shawnee</th>
<th>Pick-up Time</th>
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<tr>
<td>Prague</td>
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<tr>
<td>Meeker</td>
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<tr>
<td>Family of Faith</td>
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<td>Macomb</td>
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<td>Wewoka</td>
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<td>New Lima</td>
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<tr>
<td>Seminole GCTC Drop</td>
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</table>
PHONE LIST

Main Campus ........................................................................................................ 273-7493

ADMINISTRATION
Marty Lewis – Superintendent/Director of Operations ........................................... 2201
Mike Matlock – Assistant Superintendent of Instruction & Curriculum ............ 2217
Bob Perry – Assistant Superintendent of Business & Industry Services ............. 2266
Roger Farris - Director of Instruction – Student Services ................................... 2298
Rae Ann Shafer – Director of Instruction – Student Services .............................. 2319
Brett Byrum – Director of Operations .................................................................. 2249
Neisha Haskins – Director of Adult Education .................................................. 2211
Sandra Ladra – Business Manager ....................................................................... 2209
Joni Stanley – Adult Education Evening Coordinator .......................................... 2216

GCTC STAFF
Andrea Ellis – Special Projects Coordinator ....................................................... 2283
Bob Stephens – Industrial Coordinator – C-30 .................................................... 2306
Casey Morris- Online Consortium Specialist ..................................................... 2482
Clarence Prevost – Alliance Broker Agent .............................................................. 2256
David Hoffmeier – BID Assistance Coordinator .................................................. 2317
Donna Stone – Adult Guidance/Enrollment Counselor – Student Services ....... 2257
Gary Tucker – Safety Coordinator ....................................................................... 2220
Jeff Auchey – Industrial Coordinator .................................................................... 2235
Jessica Gabeau – Secondary Guidance/Enrollment Counselor – Student Services 2478
Keith Roberts – Maintenance Supervisor .............................................................. 2263
Kellie Lee– Administrative Assistant to Superintendent ....................................... 2253
Lisa Morlan – Practical Nursing Instructor/Director ............................................ 2291
Lynell Armstrong – Financial Aid Coordinator – Student Services .................... 2212
Missy Dominy – STEM/Data Specialist ............................................................... 2213
Richard Huff – Small Business Management Coordinator .................................. 2256
Ron Davis –Aviation Maintenance Technology Director ...................................... 2717
Rusty Gilpin – Certified Health Programs Coordinator ....................................... 2236
Sarah Weeks– Ag Business Manager .................................................................... 2311
Shakira Judeh – Physical Therapy Assistant Director .......................................... 2511
Steve Mitchell – Fleet and Grounds Supervisor .................................................... 2269
Tracy Farley – Public Information Officer ................................................................ 2313
Vicki Mason – Hospitality Manager ..................................................................... 2302
### INSTRUCTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Description</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Becky Brinlee</td>
<td>Math/Workplace Readiness – I-10</td>
<td>2297</td>
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<tr>
<td>Marc Chapman</td>
<td>Collision Repair Technology (CRT) – C-40</td>
<td>2222</td>
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<tr>
<td>Jamie Crouch</td>
<td>Pre-Engineering Academy (PEA) – D-75</td>
<td>2229</td>
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<tr>
<td>Joe Curtis</td>
<td>Applied Welding Technology (AWT) – B-30</td>
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<tr>
<td>Jodie Eiland</td>
<td>Carpentry &amp; Masonry Trades (CMT) – H-30</td>
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<tr>
<td>Ashley Fichtner</td>
<td>Health Careers Certification (HCC) – E-90</td>
<td>2252</td>
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<tr>
<td>Tim Fox</td>
<td>Aviation Maintenance Technology (AMT)</td>
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<tr>
<td>Darrell Frerichs</td>
<td>Electrical Careers Technology – (ECT) – C-20</td>
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<tr>
<td>Sue Ellen Frerichs</td>
<td>Pre-Engineering Academy (PEA) – D-70</td>
<td>2210</td>
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<tr>
<td>Pamela Frye</td>
<td>Cosmetology (COS)</td>
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<tr>
<td>Kevin Gober</td>
<td>Computer Network Technology (CNT) – E-20</td>
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<tr>
<td>Crystal Marcum</td>
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<td>Aimee Harden</td>
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<td>Terri Harp</td>
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<td>Tony Helmel</td>
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<tr>
<td>Courtney Howser</td>
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<tr>
<td>Carlos De La Peña</td>
<td>Professional Diesel Tech – HS (PDTHS) – M-20</td>
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<tr>
<td>Gay Ketchum</td>
<td>Computer Graphic Design (GD) – G-20</td>
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<tr>
<td>Ed Jolly</td>
<td>Professional Diesel Technician (PDT) – M-20</td>
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<td>Keri Laxton</td>
<td>Early Care &amp; Education (ECE) – L-20</td>
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<tr>
<td>Sharla Lee</td>
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<td>Betty Lowrance</td>
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<td>Kathy Lowry</td>
<td>Accounting &amp; Financial Services – (AFS) – D-50</td>
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<tr>
<td>Rick McClure</td>
<td>Automotive Service Technology (AST) – Seminole</td>
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<tr>
<td>Lori McCollough</td>
<td>Services Careers – G-50</td>
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<tr>
<td>Robin Mikles</td>
<td>Safety Instructor – C-30</td>
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<td>Marie Moery</td>
<td>Math Instructor – I-10</td>
<td>2293</td>
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<tr>
<td>Renee Clemmons</td>
<td>EAGLE Program Instructor – K-95</td>
<td>2309</td>
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<tr>
<td>Cassy Morse</td>
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<td>Gary Mullins</td>
<td>Automotive Service Technology (AST) – G-70</td>
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<td>Jerry Pickering</td>
<td>Heating, Air Conditioning &amp; Refrigeration (HAR) – H-40</td>
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<td>Mary Pierce</td>
<td>Practical Nursing (PN) – E-60</td>
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<td>Paul Schmidkofer</td>
<td>Pre-Engineering Academy (PEA) – D-20</td>
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<tr>
<td>Elliot Shuler</td>
<td>Precision Machining (PMII) – B-20</td>
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<tr>
<td>Rodney Storie</td>
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<td>Kristi Stricklin</td>
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<tr>
<td>Fran Topping</td>
<td>AT&amp;D Computer Training Instructor – K-90</td>
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<tr>
<td>Gloria Wallace</td>
<td>EAGLE Job Developer – K-95</td>
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SUPPORT STAFF

Nicole Allen – Accounts Receivable Officer ................................................................. 2206
Regina Anderson – Kitchen Helper .................................................................................. 2206
Julie Williams – Student Services ................................................................................ 2302
Karla Beavers – Secretary – Seminole Campus .............................................................. 1101
Tim Breeding – Maintenance Worker ........................................................................... 2263
Jennifer Carpenter – Accounts Payable Officer ............................................................. 2202
Sydnie Stambaugh – ECE Assistant Director ................................................................. 2271
Bethany West – Secretary – AT&D .................................................................................. 2258
Cynthia Cox – Practical Nursing Technician .................................................................. 2239
Glenda Daniels – Copy Center Clerk ............................................................................ 2299
Carolyn Daugherty – EEC Learning Consultant/Work Keys Specialist ......................... 2310
Eric Davis – Secretary – Student Services .................................................................... 2264
Charlotte Ellis – Kitchen Helper .................................................................................... 2302
Kimberly Flowers – Kitchen Helper ............................................................................... 2302
Tsanceria Hernandez – Inventory Specialist .................................................................. 2208
Melissa Jones – Registrar ............................................................................................. 2207
Danielle Laule – Assessment Specialist ....................................................................... 2269
Debra McCoy – Finance Clerk ...................................................................................... 2292
Carol McGuire – Secretary - Safety and Industry ............................................................ 2203
Steve Mitchell – Fleet and Grounds Supervisor ............................................................... 2269
Josh Morgan – Systems Support Assistant .................................................................... 2286
Jerrye Nipper – Secretary - AT&D .................................................................................. 2215
Ryan Perry – Electrician ................................................................................................. 2269
Becky Ponder – Secretary - Administration ................................................................... 2315
Joanne Quantz – Kitchen Helper .................................................................................... 2302
Karin Rader- HCC Teacher Assistant ............................................................................ 2252
Teresa Reich – Secretary – Aviation Campus ................................................................. 2715
Keith Roberts – Maintenance Supervisor ....................................................................... 2263
Taylor Sanders – ECE Teacher ...................................................................................... 2271
Jeana Shrum – Secretary – Aviation Campus ................................................................. 2738
Amanda Smiley – Secretary – Operations ..................................................................... 2273
Elizabeth Stone – Kitchen Helper .................................................................................. 2302
Deborah Swink – Secretary – AT&D ............................................................................... 2265
Pam Tiger – ECE Teacher .............................................................................................. 2269
Phillip Tomlin – Information Services Director ............................................................. 2271
Darren Unterkircher – Carpenter ................................................................................... 2481
Kimi VanAntwerp – Bookstore Clerk ............................................................................ 2254
Veronica Wallace – Service Careers Instructional Assistant ......................................... 2276
Mike Walling – Maintenance Worker ............................................................................ 2269
Carrie Watts – Payroll Officer ....................................................................................... 2268
Melissa Watts – Receptionist/Switchboard ..................................................................... 2200
Zach Wehrli – Systems Support Assistant .................................................................... 2496
II. GENERAL INFORMATION

The policies contained in this handbook are applicable to all students regardless of classification as a secondary or post-secondary student. Any student who is not currently enrolled in high school and is age 16 or older is classified as a post-secondary student and must pay tuition. Tuition is due on or before the first day of class unless prior arrangements have been made at the finance office.

Each policy statement is a summary of the policies that impact students. If you have questions regarding the policies, wish to view a complete set of policies and/or wish to acquire a copy of the policies, contact an Director of Instruction or an instructor in the EEC, Room I-10.

Gordon Cooper Technology Center (GCTC) admits high school sophomores, juniors, seniors, and adult students who have the ability to benefit from the training offered at the school. Students are admitted on the basis of interest, aptitude, needs, and performance in past school works. GCTC 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.

All students admitted to GCTC may access a student handbook on-line or request a hard copy. The student will receive a packet of forms to be completed with all required signatures. The packet of forms must be filled in completely, including all required signatures, and be returned within the first week of attendance in order for the student to be considered officially enrolled. A student who is not officially enrolled will not receive grades and will be dropped from the program.

The GCTC Board of Education, on August 12, 2015, approved this Student Handbook.

VISITORS

All visitors must report to the office, sign in, pick up a visitor’s badge, and be approved before going to any program on campus. Students may not bring visitors on campus to attend a program without the approval of the director. Minor children may not accompany anyone attending an educational or professional class or meeting sponsored by GCTC. It is not permissible to leave minor children unattended in a car in any school parking lot.

Employees, students, or visitors may not bring an animal, fowl, or reptile into any school building nor leave such unattended in a vehicle in any school parking lot. This provision does not apply to animals trained to assist a disabled individual.

Classroom visitation will be for enrollment information and is initiated by the counselor or instructor.

If, in the judgment of the Administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the classroom or building. It is the policy of the Board of Education that the Superintendent strictly enforces the provisions of Title 70 Oklahoma Statutes, Sec. 24-131 pertaining to the removal of persons out of school buildings and off property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person removed under these circumstances will henceforth be considered trespassing if they return to campus without prior permission from a Director of Instruction. Any person removed from the premises, shall be given written notice of the procedure for requesting a hearing and filing a grievance or appeal (Policy DP-153-A1).
EARLY CARE AND EDUCATION CENTER

To enroll a child in the childcare facility, the parent must complete the enrollment application and provide a copy of immunization records. Enrollment is limited to 12 children ages 2-5 and 6 children aged 0-2 years. Operating hours for daytime programs are 7:45 a.m. to 4:15 p.m., Monday through Friday. Children are accepted on a first come, first serve basis, with children of students attending full-time programs and GCTC employees given preference. Personnel at the Center may be reached by calling 273-7493, ext. 2271.

OTHER PROGRAMS AND SERVICES

GED PROGRAM AVAILABILITY

Shawnee Public Schools offers free GED classes throughout the year. Contact Andrea Reed at (405)878-3101 for information about the next available class. Additionally, AT&D offers on-line GED prep classes for $89.00.

COLLEGE CREDIT

COOPERATIVE ALLIANCE

ST. GREGORY’S UNIVERSITY:
Day-Time Career Majors
Gordon Cooper Technology Center (GCTC) has a Cooperative Agreement with St. Gregory’s University that allow students to earn college credit for their completed career major (college options and number of credit hours vary by GCTC program). This agreement allows qualified Gordon Cooper Technology Center program to receive college credit leading to an Associate in Applied Science Degree. For college credit to be granted, the GCTC student must complete at least one course at St. Gregory’s University (this course will cost the GCTC student the current tuition rate of any course at St. Gregory’s). College credit will be awarded at a ratio of 30 clock hours of GCTC coursework = 1 college credit hour (maximum 32 college credit hours).

To receive college credit at St. Gregory’s University:
• Students must COMPLETE the GCTC Career Major
• Students must submit GCTC transcripts to SGU
• *Students must successfully complete one course at SGU
  (This course will cost the GCTC student the current tuition rate of a course at St. Gregory’s)
• A maximum of 32 college credit hours may be awarded depending on the GCTC career major completed. Awarding of college credit is entirely at the discretion of St. Gregory’s University.

Pre-Engineering Calculus Courses
Pre-Engineering Calculus students will enroll in St. Gregory’s University as Concurrent High School Students and must meet the SGU requirements for concurrent high school students. Fees related to the Pre-Engineering Calculus
credit are determined by SGU and are the responsibility of the student. Students enrolling in Calculus will receive additional paperwork at the appropriate time.

OTHER COLLEGE CREDIT OPTIONS:
Many of the public colleges in the State of Oklahoma offer some type of Prior Learning Assessment college credit for certifications and licensures completed through a Technology Center. Students are encouraged to submit GCTC transcripts and copies of any licensures/certifications to the college they wish to attend. The college will determine what (if any) college credit can be awarded. Any fees associated with the college credit awarded will be the responsibility of the student.
COMPLETION PROCEDURES

Students may obtain final clearance for completing the career major once the instructor has verified all technical skill and written work requirements have successfully been completed with a passing grade. Additionally, all school-owned books, tools, and equipment have been returned or paid for, and all tuition and fees have been paid in full. Students not fulfilling the above requirements will not be allowed to participate in the graduation ceremony, nor receive their completion certificate.

DISTRIBUTION OF PRINTED MATERIAL

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

EDUCATIONAL ENHANCEMENT CENTER

The Educational Enhancement Center (EEC) is an extension of all GCTC career majors; therefore, all students will spend time in the EEC. The EEC is designed to help students in vocational education by providing assistance in basic and advanced academic skills for their specified training career major. Student needs are met by planned activities, designed cooperatively by the vocational instructor and the EEC staff. Computer Literacy, Job Readiness, Communications, and Math courses are also offered throughout the year for all career majors. GCTC student resumes may be kept on file to make it easier for a student to update and obtain a copy of his/her resume.

CLASSROOM APPEAL PROCEDURE FOR GRADES

The student appeal procedure consists of 3 steps: Step One – the student will conference with the teacher, if resolution cannot be found, then go to: Step Two – the student/teacher will conference with the parent, if resolution cannot be found, then go to: Step Three – the student/teacher/parent/Director of Instruction will conference to resolve the issue.

INFORMATION – RELEASE

Information about students and former students gathered by GCTC is of two types: Directory and Confidential. Any information shall be released only according to this policy:

1. DIRECTORY INFORMATION

Information which routinely appears in student directories may be released. A parent/guardian must respond within two weeks of student entry, if they want this information treated as confidential.
   a. Name, address, and telephone number
   b. Home school, classification, and program
c. Parent name, address, and telephone number

d. Email address

e. Students may appear in GCTC pictures and videos used for public relations/information

2. **CONFIDENTIAL INFORMATION** shall only be transferred to a third party with the written consent of the owner. (18 years of age and/or a parent or guardian)

3. The **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** will be used as a guideline to govern the handling of such information.

The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Within the first three weeks after the start of classes each year, the District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, the District shall provide a Notification of Rights to each student or parent/guardian of a student through the distribution of this handbook and the Forms Packet, which is distributed to all students at the beginning of each school year.

**RECORDS**

**GENERAL**

The District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

The results of individual student screening shall be confidential, except that information and results shall on request be made available to parents either visually or in written form and to professional personnel involved in the education of the students, as determined by the Board. Provided, however, students shall not be subjected to individual evaluation without prior written parental permission except for re-evaluations required pursuant to the IDEA. In no case shall the results of any individual student screening or evaluation by center personnel be made a part of the student’s permanent in-school records.

Such individual student records shall be destroyed when the information contained therein is no longer necessary for carrying out the purposes of this act. Such information may be forwarded to a center serving a receiving school district on written request of a parent or legal guardian. Educational screening and evaluations shall be maintained in accordance with the federal regulations for confidentiality under the Family Educational Rights and Privacy Act and the IDEA. The disclosure, transfer, maintenance, destruction, amendment, parental or students’ rights to access, inspection, and review of such records and parental consent for disclosure and transfer of such records shall be in accordance with these federal laws and state law.

**REQUESTS FOR DISCLOSURE**

Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent’s designee as specified in Administrative Regulations. Student records shall not be released without consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA.
RECORDS OF REQUESTS FOR DISCLOSURE

The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student’s educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student’s school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Record of requests for information will not include requests by parents or the student, requests by school officials with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

PROCEDURES TO AMEND RECORDS

A comprehensive system of records is kept on each student containing such information as grades, attendance, and punctuality, results of safety test, work experience, worker traits, and academic skills. If a parent or adult student believes that the content of the record is inaccurate, misleading, or in violation of their privacy or other rights, the parent or adult student will have an opportunity for a hearing to consider the corrections or deletion of any inaccurate, misleading, or otherwise inappropriate data.

The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student’s record shall be set forth in Administrative Regulations (AR-143-A1).

FEES FOR COPIES

The District may charge fees, as set forth in the District’s open records policy or Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

INSURANCE

While the district will make every effort to prevent accidents and injuries, the nature of the programs is such that the possibility of injury is greater than in a regular academic program. Students are requested to have personal insurance. All students will be given the opportunity to purchase student accident insurance. It is the responsibility of the student and/or the parent/guardian to return a signed insurance form to the technology instructor indicating acceptance of the student insurance. The district does not carry insurance covering student accidents. Students not covered by insurance are strongly urged to purchase the student insurance offered by an independent company.

The district does not carry insurance covering student property. GCTC will not be held responsible for the loss or damage to any personal property brought on campus including vehicles or articles left in vehicles in case of fire, theft, accident, or any other cause beyond our control.
**READING PROFICIENCY TESTING**

The Reading Proficiency Test teenagers need in order to obtain a driving permit or license will be given at GCTC the first Thursday of each month. Examinees need to arrive by 2:45 p.m.

Each person testing needs to bring an original birth certificate. The first and second test will be administered free of charge. A $25 fee will be assessed for any additional testing.

Testing takes approximately one hour. Scores will be mailed within five to seven working days. Space is limited. To make an appointment, call GCTC at (405) 273-7492, ext. 2264.

**CANCELLATIONS**

In the event classes should be cancelled, GCTC administration will notify students and parents via the SchoolReach automated calling system and the following TV stations:

KOCO TV (Ch. 5)  KFOR TV (Ch. 4)  KWTV TV (Ch. 9)  KOKH (FOX 25)

**SECURITY REPORT – ANNUAL**

This report is intended to promote campus safety at GCTC and will be distributed each year by September 1st. Information provided in this report is for prospective students, current students, and employees. This report is required by the United States Department of Education (Regulation published: April 29, 1994; Amended June 30, 1995; Effective July 31, 1995) and is intended to give an overview of our school’s discipline procedures and compliance security regulations. The Student Handbook is a ready reference for the promotion of campus safety and its policies are school board approved. Copies of this report may be obtained from the Principal at the cost of reproducing materials.

For the 2005 through 2014 school year the following statistics have been compiled:

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</table>
Liquor and/or Drug Violation | 6 | 3 | 7 | 10 | 10 | 3 | 2 | 2 | 2 | 2
---|---|---|---|---|---|---|---|---|---|---
Arrests | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1
Discipline | 6 | 3 | 7 | 10 | 9 | 3 | 2 | 2 | 2 | 2

Timely warnings for security regulation changes will be given to students on our campus and changes to the student handbook and/or additions will be announced over the intercom.

The information in this report contains no barrier to compliance with the Family Education Rights and Privacy ACT (FERPA).

In addition to preventing crime, considerable effort is devoted to crime prevention. All reported crimes will be investigated immediately. Follow-up investigation occurs to identify the offender(s). Where multiple incidents occur, surveillance techniques will be implemented to help apprehend violators. When caught, offenders will be dealt with through the city and county court system when appropriate. GCTC provides a full-time armed security guard and an unarmed security guard for full-time daytime programs and security guard for nighttime programs.

**Cleary Act Compliance Procedures**

- **Victim Confidentiality:** Institutions must withhold a victim’s name when making timely reports to the campus community of crimes considered a threat to other students and employees. Institutions must also develop a policy for protecting a victim’s confidentiality in disclosure of public records.
- **Student Disciplinary Proceedings and Investigation Standards:** Institutions must adopt procedures for investigating and conducting student discipline proceedings in domestic violence, dating violence, sexual assault and stalking cases. These procedures must include:
  - **Victim Notification of Rights:** Institutions must have a policy of notifying victims (students or employees) of their rights and options in writing, including:
  - **Education and Awareness Programs:** Institutions must offer new students and new employees programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. These programs must include:
  - **Ongoing Awareness Campaigns:** Institutions should continue to have prevention and awareness campaigns for students and faculty throughout the school year.
  - **Anti-Retaliation:** “No officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights.

**STUDENT RECOGNITION AND AWARDS**

Student awards and honors are used to spotlight our brightest and best students. Pictures and narratives regarding the presentation and receiving of these awards are used for public relations and to build self-esteem in individual students and to build camaraderie in program areas. Some examples of the awards and honors include Outstanding Student, Perfect Attendance, National Technical Honor Society, election to office in Career Technology Student Awards, etc.
Organizations, CTSO Regional, State, and National winners, election to office in Presidents Advisory Council, Non-Traditional Student, etc.

Criteria for these awards and honors are available in the Student Services Office or with the individual classroom teacher.

NATIONAL TECHNICAL HONOR SOCIETY

Gordon Cooper’s most outstanding students are honored each year by induction into the National Technical Honor Society. Selection is based on an application of scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility.

A student must meet the following criteria to be nominated for NTHS:

1. Nominee must currently be enrolled as a student at Gordon Cooper.
2. Nominee must have been enrolled for one full semester prior to nomination.
3. Nominees will be recommended by their instructor after the close of the first semester of enrollment.
4. Nominee must maintain no less than a 90% grade average at GCTC for the semester. Secondary students must maintain a 3.0 GPA at their home high school.
5. Nominee may have had no more than five (5) absences during the semester.
6. Nominee must be a member of their CTSO.
7. Nominee must have exhibited outstanding citizenship, leadership, and positive attitude qualities.
8. Nominee must show participation in Community Service Projects.

Probation Process for Alumni Students of NTHS

Grades and attendance will be checked at the end of each semester. Students not maintaining the qualifying standards will be placed on probation. Students will be notified by letter if grades and attendance do not meet qualifying standards and will have one semester to return to good standing. Students not meeting the criteria will be dismissed from NTHS. A National Technical Honor Society Induction Ceremony will be held for the inductees. Programs not on a 10-month schedule will set their own attendance cut off date for meeting the above requirements.

CERTIFICATES

Completers:

Students who complete a career major will be issued a completion certificate and be allowed to go through graduation.

Course concentrators and students who receive a competency certificate will not receive a completion certificate.

Career Major Completers are defined as:
Students that have completed the required hours of the Career Major with a 70% average. Students with either IEP or 504 Accommodations Plans must meet the requirements of their individual education plans to be considered a Career Major Completer.

**Industry Certified Completer Certificate are defined as:**

Student that have completed the required hours of the Career Major with a 70% average and passed a state, or national certification tests. Students with either IEP or 504 Accommodations Plans must meet the requirements of their individual education plans and pass the industry certification tests to be considered an Industry Certified Completer.
III. STUDENT EXPECTATIONS

MOMENT OF SILENCE

Each morning class will begin with a moment of silence. Students may use this time to gather their thoughts, meditate, or pray. Each classroom instructor will initiate the moment of silence in his or her class.

ATTENDANCE POLICY (DP-139)

The goal of the GCTC attendance policy is to provide a framework for student accountability and success by demonstrating the importance of attending class on a regular basis.

Students with perfect attendance will receive a plaque and be recognized at a school assembly. Perfect attendance refers to students who have completed two full semesters, have zero days absent, no more than two tardies or early checkouts from class, and no suspensions.

In order to prepare GCTC career major completers for employment, it is necessary to maintain an accurate attendance record for each student; therefore, the teacher will report attendance daily, and it will be reflected on progress reports and on report cards. The following procedures will be followed in order to implement GCTC’s attendance policy.

High school students:
- Will be allowed 9 absences per semester. (Jury Duty, court dates, and Religious Observances will not be counted with appropriate documentation.)
- May be dropped at the end of the current semester (December/May) at 10 absences if the student is passing. If the student is failing he/she will be dropped at the end of the semester.
- Are expected to attend GCTC even if the sending school is not in session.
- A high school student participating in up to 10 authorized school sponsored activities will not be counted absent. State accreditation standards allow a maximum of ten (10) school activity days per year to be shared by the home school and the technology center. Excluded from this number are state and national level of school sponsored activities for which the student has earned the right to compete. After 10 school activities, an absence may be recorded.

Adult students:
- Will be allowed 9 absences per semester. (Jury Duty, court dates, and Religious Observances will not be counted with appropriate documentation.)
- If a student reaches 10 absences and is failing, they will be dropped and will not be allowed to enroll at GCTC for at least 1 semester.
- 5 consecutive days absent, with no contact made to instructor/administration, student will be dropped.

Attendance Plan:
Instructors/Directors may develop an Attendance Plan/Contract for students with excessive attendance issues that must be approved by all five directors.
These plans may consist of the following:

- Absent Erasers days/hours (Attending Adult noon Workshops, ½ day students coming all day & Special Events)
- Leave of Absence

Attendance and communicating with the registrar when one must be absent, is the responsibility of the adult student and the parents of the high school students.

When a student must be absent, the parent/guardian of a high school student is expected to contact GCTC at (405) 273-7493, ext. 2207 before 9:30 a.m. on the day of the absence. Adult students are expected to call the instructor and Student Services Office themselves.

Students enrolled in the Aviation Maintenance Technology Program have a separate attendance policy and are notified of the policy on the opening day of class.

Students enrolled in the Professional Diesel Technician Program have a separate attendance policy and are notified of the policy on the opening day of class.

Students enrolled in the Practical Nursing Program have an attendance policy specific to their program to be given to the students on the first day of class or at orientation.

**TARDIES**

Three tardies will equal one day’s absence. Students will be counted tardy if they arrive late or leave less than one hour early. Students arriving late must first check in at the receptionist’s desk and then go immediately to class. If the tardiness or early checkout exceeds one hour, the student will be counted absent for the day. If a secondary or post-secondary student exceeds 5 tardies, he/she may be required to ride the GCTC bus to campus.

Driving students who leave on the bus bell will be given a tardy.

**LEAVE OF ABSENCE POLICY**

Students enrolled in full-time career majors may request leave of absence (LOA) during the school year, if the student needs to be away from school for a period of time due to reasons including; but not limited to the following:

1. Pregnancy
2. Military reasons (student must provide school with copy of military orders)
3. Extended illness or serious injury
4. Illness of parent/child
5. Sequence of Curriculum

To be considered for an approved leave of absence, a student must follow all procedures outlined in this policy.

The student must provide the Student Services Office with a written, signed, and dated request for a leave of absence prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. For example, if the student were injured in a car accident, the student may not be able to request the LOA in writing in advance. In such circumstances,
the student must contact the school as soon as possible to request the leave of absence by phone. In such circumstances, the school must document the reason for its decision to grant the approved leave of absence and must collect the written request from the student at a later date.

Students may not be approved for more than one leave of absence in a 12-month period. An exception would be granted in the event an additional military leave or jury duty is required. The leave of absence request must be for a minimum of 5 days and may not exceed a maximum of 9 weeks.

Students granted approved leaves of absence are expected to return to class at the end of the leave of absence. A student who does not return at end of a leave of absence will be dropped, and, if the student received Title IV federal financial aid, he/she may owe money back to the Federal Pell Grant Program and to Gordon Cooper Technology Center.

When the student returns from the approved leave of absence, s/he will be expected to continue his/her coursework where s/he left off which may necessitate continuing the following school year to complete the course. The student will not be charged additional tuition for the make-up time. However, after the make-up time has been completed, the student will again be charged for each semester s/he is enrolled. Students who are making up coursework will not be required to repeat coursework previously completed.

Any leave of absence that does not meet all of the conditions outlined above for an approved leave of absence is considered a withdrawal for Title IV purposes, and the student’s withdrawal date will be the last date the student attended class before the leave began. In such cases, both the school and the student may be required to return money to the Federal Pell Grant Program.

**LEAVING CAMPUS**

Students should always check with the instructor before leaving the classroom. Due to safety considerations, under no conditions will adult or high school students leave any campus without permission from his/her instructor and a leave permit signed by: 1) the instructor, and 2) a representative in the Student Services Office. If a student leaves without a permit, he/she will be, but not limited to, counted absent or tardy for the day and be suspended for one day upon the first offense. Leaving class early (checking out no more than 60 minutes before the end of class) will be considered a tardy.

High school students must have their parent/guardian phone or bring a note requesting that they be allowed to leave early. Married high school students must bring a statement from their parent/guardian stating that they are not responsible for the student before the student will be allowed to check out without parental permission.

**Steps for leaving campus**

1. Students bring leave permit to Student Services Office for signature of registrar.
2. Student Services will call parent/guardian of high school student.
3. Student takes signed permit back to instructor before leaving campus.
BEHAVIOR CODE

CONDUCT AND DISCIPLINARY CODE

Students are expected to conduct themselves as good citizens at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. Post-secondary students are subject to termination from the program. The disciplinary action taken shall depend upon the nature and severity of the violation and the student’s past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities: (The administration may acknowledge other inappropriate behavior not noted on the following list.)

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message; or by broadcasting, publishing, or distributing or causing or allowing to be broadcast, published, or distributed, any message or material
3. Bullying
4. Cell Phone Abuse
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class, sleeping, or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery
15. Gambling
16. Harassment, intimidation, and bullying
17. Hazings (initiations) in connection with any school activity
18. Immorality
19. Inappropriate attire
20. Inappropriate behavior or gestures
21. Inappropriate public behavior; public display of affection
22. Indecent exposure
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

24. Obscene language

25. Physical or verbal abuse

26. Plagiarism

27. Possession of a caustic substance

28. Possession of illegal and/or drug related paraphernalia

29. Possession of obscene materials

30. Possession or use of a Laser Pointing Device; or similar device

31. Possession, threat of use, transfer of, possession of, or aiding, accompanying, or assisting another student to use a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument.)

32. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances

33. Profanity

34. Refusing to identify or falsely identifying oneself to District personnel

35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

36. Students tampering with or pulling fire alarms, except in the case of an emergency, will be suspended

37. Theft

38. Threatening behavior (whether involving written, verbal, or physical actions)

39. Truancy

40. Use or possession of tobacco in any form

41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school

42. Using racial, religious, ethnic, sexual, gender, or disability epithets

43. Vandalism

44. Violation of Board of Education policies, rules, or regulations or violation or school rules and regulations

45. Vulgarity

46. Willful damage to school property

47. Willful disobedience of a directive of any school official

48. Social Media Abuse:
   (Not following Gordon Cooper Technology Center’s policy on Social Media.)

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

   Any high school student suspended from his/her home high school for any reason may also be suspended from GCTC.
Any student receiving suspension of more than 8 days in a school year may not be allowed to enroll for the following semester.

The administration shall consider and apply, if appropriate, alternatives to out-of-school suspension. Violations of safety rules, classroom rules, or any of the rules and regulations from this handbook may result in, but not be limited to: (1) verbal reprimand; (2) loss of privileges; (3) probation; (4) suspension.

Violation of student conduct and/or discipline code may result in suspension for remainder of the current semester and the next semester. Suspended students will not be allowed to attend extra-curricular activities, field trips, not return to campus until suspension has been served.

A suspended student will be allowed to make up paperwork and test at 75% of credit. The participation grade may not be made up as it is based on performance in the classroom. Make up work must be submitted upon return to the classroom.

REFERENCE: 18U.S.C.§921
21O.S.§1280.1

RE-ADMISSION

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

If the dismissal occurred because of alcohol or drug suspension, the student also needs to provide the following, if not already on file:

- A copy of the drug assessment.
- Documentation that he/she is following the recommended treatment outlined in the assessment.

GANG CODE

Gang attire, graffiti, and/or gang tagging, or any other gang-related activity will not be tolerated in any form. Students may be suspended upon the first offense.

ASSAULT AND BATTERY

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. The assailant may be held responsible for any expenses resulting from the assault.

THREATS

Criminal charges may be filed against any person(s) committing a verbal threat and/or devising any plan to cause serious bodily harm or death to another person. (21 O.S. 2001 Sec. 1378)

DANGEROUS WEAPONS
Any student found in the possession of dangerous weapons (as defined by state statute), or using any tool or equipment in a threatening manner will be suspended for a period of one calendar year. School officials have the authority to notify local law enforcement officials and detain and authorize the search of any student or parked vehicle on the school premises or while under the authority of the school for dangerous weapons, controlled dangerous substances, or stolen items.

DRUG FREE WORKPLACE AND CAMPUS

GCTC shall be designated as a drug free workplace and campus. Any location, at which GCTC conducts school, is included in this policy, as are all school-related activities both on and off campus. Students are hereby notified that the possession, use or distribution of illicit drugs, counterfeit drugs, prescription drugs, and/or alcohol shall be considered a safety violation to all concerned as well as a health risk for the user. Applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and/or alcohol will be enforced. Sanctions imposed by GCTC will be consistent with local, state, and federal laws and will be in addition to legal prosecution.

These additional sanctions will include suspension from GCTC for: (1) possession of illicit drugs and/or alcohol in small quantities, (2) possession of drug paraphernalia and/or alcoholic beverage containers, or (3) use of illicit drugs and/or alcohol.

Sanctions for (1) possession in quantities, or (2) distribution of illicit drugs and/or alcohol will include suspension for the remainder of the semester and one subsequent semester and police action. A rapid eye test may be administered to any student suspected of drug or alcohol abuse. Parents will be called upon test failure. The suspension for these violations will be a minimum of ten (10) days. Documentation that an appointment for a drug assessment by a certified drug counselor must be presented in writing to a Director of Instruction prior to the student being considered for a shortened sentence. Documentation of the drug assessment and written verification that the student is following the recommendation of the drug counselor must be presented to a Director of Instruction or the remainder of the suspension will be invoked.

Students who come to the Student Services Office to seek help prior to violating GCTC drug and alcohol policies may be counseled without jeopardy of sanction. However, they must continue to abide by the drug-free policy.

PRESCRIPTION DRUGS

Students who are under a doctor’s care and will have the need to take prescribed drugs while on the career tech campus will need to notify their instructor of the type of medication and the dosage that has been prescribed.

The medication, in its pharmacy-issued container, must be presented to a Director of Instruction, or his/her designee, who will keep the medication secured until time of usage except in instances where there is a letter from the doctor stating that it must be kept with the person.
TOBACCO USAGE

Gordon Cooper is a smoke-free/tobacco-free campus. Smoking and use of any type of tobacco or e-cigarette (vapor cigarettes) is not allowed for all students and employees on all school campuses.

SEARCH

In accordance with Title 70 Oklahoma Statutes (70-24-102), students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. In order to properly supervise the welfare of pupils, lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time.

A student and his/her belongings may be searched if there is a “reasonable suspicion” that the student is in possession of dangerous weapons, controlled dangerous substances (illegal drugs or counterfeit drugs), including alcohol and beer, or missing or stolen property.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student’s locker or vehicle, the student shall be requested to unlock the vehicle’s doors and trunk. If the student is under 18 years of age and the student refuses, the student’s parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student’s parent or guardian refuses to unlock the vehicle, the student will face suspension, and the District may contact appropriate law enforcement personnel to respond to the issue.

School officials shall have the authority to notify local law enforcement officials and detain and authorize the search of any adult or high school student or parked vehicle on the school premises or while under the authority of the school for dangerous weapons, controlled dangerous substances, or stolen item(s).

LASER POINTING DEVICE

Students are not allowed to carry a laser pointing device or similar devices in any facility on campus, on the bus, or anywhere on school premises. This is a city ordinance as well as a school policy and is punishable on the first offense. These items will be confiscated and held until the end of the school year.

INTERNET ACCESS AND ACCEPTABLE USE POLICY – DP-118

General: The internet gives access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District’s computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material, but will take reasonable steps to protect students and staff from abuses.
The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District’s computer equipment or of information gathered through Internet access to legitimate and acceptable purposes and to regulate students’ and employees’ privilege of access and use. The District may install and operate computer software programs which restrict access to certain materials, but this shall not be construed as a guarantee that such access is restricted.

Acceptable Uses: The District’s computers, equipment, and software are intended for administrative, educational, and research purposes only. Acceptable uses of the District’s computers and the Internet are activities which support learning and teaching or which promote the District’s mission and goals.

Prohibited Uses: The District’s computers and the Internet access (including e-mail, testing, or other electronic communication) provided by the District shall not be used:

a) To violate an individual’s right to privacy or to bully another person or organization
b) To access materials, information, or files of another person or organization without permission;
c) To violate the copyright laws or software licensing agreements;
d) To spread computer viruses;
e) To deliberately attempt to vandalize, damage, disable, or disrupt the District’s property or the property of any other individual or organization;
f) To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
g) To distribute religious materials;
h) To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
i) For any commercial purpose unless authorized by the Administration or Board;
j) To engage in any illegal activity
k) For personal use.

Consequences for Misuse: The use of the District’s computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District’s computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District’s computers or District-provided Internet access. The District’s system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District’s computers or District-provided Internet access. Computers and network systems can be monitored to filter or identify inappropriate use or misuse of the system.
**Use of Software**: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District’s computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District’s computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

**Terms of Use**: Student, staff and visitor users must read Administrative Regulation-118 and abide by the acceptable use policy.


**INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE – AR-118**

It is the policy of the Gordon Cooper Technology Center to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 U.S.C. 254(h)].

**DEFINITIONS**

Key terms as defined in the Children’s Internet Protection Act.

**ACCESS TO INAPPROPRIATE MATERIAL**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**INAPPROPRIATE NETWORK USAGE**

To the extent practical, steps shall be taken to promote the safety and security of users of the Gordon Cooper Technology Center online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**SUPERVISION AND MONITORING**
It shall be the responsibility of all members of the Gordon Cooper Technology Center staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District’s technology resources.

PERSONAL SAFETY

Students shall not use the District’s technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people’s photos on the web and identify them by name.
2. Student users shall not agree to meet or meet with someone they have met online without parental approval.
3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District’s authorized supervisory personnel.
5. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

ILLEGAL ACTIVITIES

Engaging in illegal and prohibited activities involving use of the District’s technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District’s technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one’s own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District’s approved software list.

3. District staff will not support or maintain any computer operating system or application software that does not meet District standards.

4. Illegal installation of copyrighted software 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 or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person’s account or access another person’s files.

6. Users shall not make deliberate attempts to disrupt the District’s computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.

7. Users shall not congest the District’s technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient’s work or systems.

8. Users shall not use the District’s technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District’s technology resources.

SECURITY OF DISTRICT’S TECHNOLOGY

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with technology and career education. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District’s resources. Security with respect to the District’s technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of the District’s technology resources, such as allowing intruders or viruses into the District’s technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.

2. Users are responsible for their individual logon passwords and email account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share email passwords, provide email
access to an unauthorized user, or access another user’s e-mail without authorization.

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. Users must immediately notify the email administrator if they identify a possible security problem.

5. Users are responsible for the appropriate storage and backup of their data.

6. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

INAPPROPRIATE COMMUNICATIONS

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action.

Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District’s technology resources.

2. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.

3. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

4. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

5. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

6. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

DISCIPLINARY ACTION

The use of District technology 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 up to and including termination of employment for employees and
suspension or removal from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities.

1. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
2. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
3. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.
4. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.
5. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

**CYBER BULLYING**

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM (instant messaging), or text messages
2. Spreading rumors about others through email, IM, or text messages
3. Creating a Web site or Facebook (or other social-networking) accounts that target another student or other person(s)
4. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web
5. Stealing another person’s login and password to send mean or embarrassing messages from his or her account

It shall be the policy of Gordon Cooper Technology Center that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school or the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

**TRAINING**

Students shall be provided training on appropriate use of technology and prevention of cyber-bullying.
MONITORING

Students, staff, and other users understand that computer can be monitored to help ensure that the equipment is not used inappropriately and in violation of policy.


SOCIAL MEDIA

Social networking web sites (i.e. Snapchat, Facebook, YouTube, Twitter, Instagram, texting) are being used by students at Gordon Cooper Technology Center. The school district is committed to building a school in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Therefore, when using school district electronic resources to access on-line social networks, students are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others. By doing so students will be abiding by applicable laws, school district policy, and the Core Values of Gordon Cooper Technology Center.

Improper or unethical use of social media may result in disciplinary actions consistent with existing student discipline policy.

Students of the school district should limit communication with employees to matters concerning the student’s education or extra-curricular activities for which the employee has assigned responsibility. Excessive messaging to a single employee should be avoided. Students who engage in school-related communications with employees shall inform employee of class or activity based guidelines for communicating with employees. In instances where the student’s communications are inappropriate or outside permissible school policy, such communication should be reported to the student’s instructor or school district administrator.

Students should be aware of individual liability for posting on line. Individuals have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.

Students are not permitted to use the Gordon Cooper Technology Center logo or make endorsements on behalf of Gordon Cooper Technology Center.

REGULATION OF WIRELESS COMMUNICATION DEVICES (CELL PHONES, IPODS, MP 3 & 4 PLAYERS, ETC.

Students are allowed to use Wireless Communication Devices before school and at break times. They may not be used for any reason during class times unless approved by instructor. They are to be turned off during these times. If a device goes off or is used, including text messaging, during class, the instructor or an administrator will confiscate it. A second offense may result in suspension. Possession of inappropriate pictures, nude pictures, pornographic material, videos, sexting, texting, etc., may result in suspension.

TRANSPORTATION

GCTC buses make daily (and/or twice daily) trips from the sending school and/or a designated pick-up point to GCTC. Students are responsible for providing transportation to
these pick-up points. Adults may ride the buses from the designated pick-up points as space permits.

The designated pick-up area for students other than those riding the bus will be in the front of the building (north side) west of the flagpole.

Bus service is a privilege to students and may be denied to a student when necessary. Drivers of contracted bus routes will work with the GCTC Principal to administer discipline. These drivers will notify Gordon Cooper and the sending school when it becomes necessary for a student to lose riding privilege.

High school students picked up at their high school or Gordon Cooper will be dropped off at their appropriate destination unless administrators from both schools and a parent/guardian agree on a different drop point. Students boarding a bus at their home school must remain on the bus until arrival at Gordon Cooper Technology Center.

**DRIVING PRIVILEGES**

High school students may drive a vehicle to GCTC with the signed consent of the sending school principal, the GCTC Principal, and parent. Excessive tardiness (defined as five (5) tardies per semester), however, may be cause for losing driving privileges. Riding with another person will not be accepted as an excuse for being absent or tardy. If, at any time, a student is observed driving recklessly, speeding, or violating other rules and regulations concerning driving to and from GCTC and while on campus, his/her driving privileges may be revoked and the student may be required to ride the bus.

**PARKING FOR ALL STUDENTS WILL BE RESTRICTED TO THE EAST AND SOUTH PARKING AREAS.** All vehicles must be parked properly upon arrival and not moved until the end of the class session. Students will not be permitted to loiter in the parking lots or sit in or around vehicles at any time. Students may not go to their cars during class or break time unless they have prior written permission from their instructor.

Each student who drives a vehicle will be required to register that vehicle for identification purposes and to obtain a parking permit from the Student Services Office. Vehicle registration permits are limited to one per student. If additional vehicles are driven to campus the permit should be transferred from vehicle to vehicle.

Any restricted vehicle driven on campus may be towed at the student’s expense. All student vehicles on campus must have current insurance and a current GCTC permit attached to the rear view mirror for the safety of our parking areas.

**LOST AND FOUND**

Unaccompanied items will be turned in to Lost and Found, located at the Receptionist’s desk. Anything unclaimed after 30 days will be donated to local charities. Incriminating items will be subject to disciplinary action.
GRIEVANCE OR RIGHT OF APPEAL

Any complaint alleging discrimination on the basis of race, color, national origin, sex, age or disability should be reported to an instructor, counselor, or school administrator. A compliance officer assists individuals who wish to file a complaint and renders a written decision after conducting an investigation into the facts. If not satisfied with the outcome, the grievant or respondent may request a hearing to appeal the compliance officer’s decision to the Board of Education. Compliance officers are: Mike Matlock, Assistant Superintendent of Instruction; Neisha Haskins, Director of Adult Education; and Donna Stone, Adult Counselor.

SEXUAL HARASSMENT

According to DOE guidelines, sexual harassment is unwanted sexual conduct that “must be sufficiently severe, persistent, or pervasive that it adversely affects a student’s education, or creates a hostile or abusive educational environment.” Sexual harassment is a form of discrimination. Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault. Sexual harassment is illegal and will not be tolerated at GCTC. Violation of this policy will result in disciplinary action. Victims of alleged sexual harassment are encouraged to report the incident to an instructor, counselor, or school administrator. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of allegations of sexual harassment. Complaints alleging sexual harassment will be handled according to the procedures described in the Civil Rights Policy (DP-117).

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

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

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

Victim of alleged bullying incidents are encouraged to report the situation to a teacher or personnel in the Student Services Office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.
SUSPENSIONS

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS (Secondary Students)
OUT-OF-SCHOOL SUSPENSIONS OF NINE (9) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as “short-term out-of-school suspensions”) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District’s discretion.

RIGHT OF APPEAL

A student who has been suspended out-of-school for a period of nine (9) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out-of-school for periods greater than nine (9) school days. A student who has been given a short-term out-of-school suspension and that student’s parents has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the administrator of this right and the method of submitting an appeal. A copy of the Appeal Procedure will be mailed with the letter of suspension sent to the parents.

LONG-TERM OUT-OF-SCHOOL SUSPENSION (Secondary Students)
OUT OF SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

RIGHT OF APPEAL

A parent of a high school student may appeal the administrator’s out-of-school suspension decision in excess of ten (10) days to the Superintendent or Schools and Board of Education.

METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE:

1. An appeal can be presented by letter to the Superintendent of Schools or his/her designee.
2. If no appeal is received within five (5) calendar days after the parent or student receives the administrator’s decision, the administrator’s out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule, or regulation which the student is charged with having violated and will
briefly outline the conduct on the part of the student. The Superintendent of Schools or his/her designee should ask the parent if he/she understands the rule and charges against the student.

5. A written decision of the Superintendent shall be prepared and transmitted to the parents. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

DISCIPLINE OF ADULT STUDENTS AND RIGHT OF APPEAL

Discipline of an adult student is the same as for secondary students. However, the Right of Appeal process is different. A student who has been given a short-term out-of-school suspension has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. For long-term suspensions, if the administrator’s decision is not agreed to by the student, he/she has the right to appeal the decision to the Superintendent by requesting a hearing, in writing, within 72 hours of the decision rendered by the administrator. The administrator, upon receipt of the appeal, will forward the report of the hearing to the Superintendent for review of the matter. The Superintendent shall have the authority to sustain, overrule, or modify the administrator’s decision. The decision of the Superintendent shall be final.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student’s behavior results in a determination by the administrator of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when an administrator determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the administrator, such participation is appropriate given the nature of the offense committed by the student. “Extracurricular activities” include, but are not limited to, all school sponsored team, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

STUDENTS ATTENDING THE TECHNOLOGY CENTER BY VIRTUE OF SPECIAL PROGRAM

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

SUSPENSION OF DISABLED STUDENTS

1. Short-term Suspensions: The School District may suspend a disabled student for a
period of ten (10) consecutive school days or less for any conduct that would warrant
suspension for a non-disabled student. The School District will follow its policy and
procedures for the suspension of non-disabled students in conjunction with the short-
term suspension of disabled students.

2. Long-term Suspensions: Before implementing the suspension of a disabled secondary
student for more than ten (10) consecutive school days, the School District will notify
the student’s parent or guardian in writing of the proposed suspension and convene a
meeting of the student’s I.E.P. team. The I.E.P. team will determine whether an
additional evaluation of the student is necessary and whether the misbehavior for which
suspension is proposed is related to the student’s disability.

3. Emergency Suspensions: If the student poses an immediate threat to his or her own
safety or to the safety of others, the School District may immediately suspend
the student for up to ten (10) days. During the suspension period, the student’s I.E.P. team
will meet to determine whether the misbehavior is related to the student’s disability and
whether further evaluation is necessary.

INDIVIDUALIZED PLANS FOR OUT-OF-SCHOOL SUSPENSION

High school students suspended for six (6) days or more will be provided with a limited
Educational Plan for core subjects only. Written classroom work will be provided; however, the
student must submit each completed assignment before the next written assignment will be
given. No educational plan will be provided for students suspended for dangerous weapons.

BOOKS, SUPPLIES, AND EQUIPMENT

Books and supplies are provided for high school students unless otherwise specified by
the career major.

Adults purchase books and instructional supplies from the school bookstore. Costs vary
among different career majors. Once a student has purchased a textbook from the bookstore,
it is non-refundable if it has been written in. Gordon Cooper Technology Center does not buy
back used books. No refunds will be given for books after two (2) weeks from entry date into
the class.

Students are responsible for the care of all school-owned property, which has been
assigned to them. Normal wear, tear, and damage are understandable in the education
process. However, if items are lost, destroyed, or stolen through irresponsible actions, students
will be charged the purchase price for replacement, which must be paid before a student is
cleared from GCTC. The student must assume the full responsibility for the care and safe
storage of personal items brought to the program for his/her use. These should be very limited in nature. Prior to any reenrollment, students must clear any outstanding accounts.

**STUDENT, STAFF, AND VISITOR IDENTIFICATION BADGES**

All students, staff, and visitors are required to display GCTC identification badges in clear sight of all persons at or above waist level. The badge will be required when the student is on GCTC campus, participating in a GCTC sponsored field trip; using GCTC equipment and/or facilities (Example: Bus Transportation). All students will be provided the initial badge at no charge. If the student misplaces or destroys the initial badge, the student will be required to pay three dollars for a replacement. All badges will be issued through Student Services. If a student does not wear the badge appropriately or forgets to bring the badge, the student may be subject to disciplinary action that includes loss of break and/or suspension. Visitor badges are obtained at check-in in the Student Services Office. A fifteen dollar fee will be required for magnetic key replacement for Aviation Maintenance students.

**DRESS CODE**

Clothing should be appropriate for the trade for which the student is training. Inappropriate clothing, as determined by the program instructor, will not be permitted. Students will be allowed to change into GCTE-provided clothing or will be required to check out and go home to change clothes. Students will be counted absent during the time they are away from campus to change clothes.

Articles of clothing or appearance which offend public decency or which suggest or depict violations of law or school regulations will not be permitted. These include, but are not limited to: halter-tops, short shorts, mini skirts, (length of shorts, skirts, or dresses will be no shorter than a dollar bill’s length from the top of the knee to the garment), muscle shirts, tank tops, (straps on sleeveless garments must be at least two fingers wide), crop tops, (top and bottom garments must touch at all times), low-cut or plunging necklines on blouses, dresses, or shirts, saggars and/or oversized pants, pajamas, and similar garments.

In many career majors, protective eyeglasses, protective footwear, and hard hats will be required. Students in shops will be encouraged to purchase overalls, industrial aprons, or other appropriate clothing for safety and protection of their school clothes. Students must comply with each career major’s safety standards if they wish to stay in the career major.

Caps and/or hats maybe worn in the classroom and/or lab area at the discretion of the instructor; however, STUDENTS ARE ASKED TO REFRAIN FROM WEARING CAPS AND/OR HATS IN THE SEMINAR CENTER OR AT ANY SPECIAL-CALLED MEETING.

**BODY PIERCING**

Body piercing and jewelry should be appropriate for the trade for which the student is training. For safety reasons, as determined by the program instructor, jewelry may not be permitted.
FIELD TRIPS

Field trips may be scheduled and conducted by the individual instructor, subject to the approval of the Administrator.

All high school students must have a signed “Field Trip Permission Slip” on file before they will be allowed to participate. Permission slips for any activity off GCTC campus are required of every student and are the responsibility of the teacher. This includes vocational student organization contests and conferences. “Field Trip Request Forms” and “Field Trip Permission Slips” are available in the Student Services Office.

Students must utilize school provided transportation to and from the designated field trip site. Students participating in an all day field trip may be allowed to leave upon return to campus.

Students on overnight field trips may use wireless communication devices if the trip supervisor is notified prior to leaving on the trip.

GRADING

Grades will be earned as wages are earned on a regular job. Students will receive grades for participation (33% of total grade), and for written work and testing (33% of total grade), and skill performance ((33% of total grade) are recommended. Each instructor will notify students at the first of the year of the weight each of the components will have in calculating a final grade.

The following scale will be used:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below
I = Incomplete
W = Withdrawal grade

Twelve month programs may have different grading procedures.

Pre-Engineering students have a different grading procedure. A copy of their grading policy will be handed to the students on the first day of class.

PROGRESS REPORTS

A progress report will be mailed to the parent/guardian of high school students following the fourth week of each nine-week period. This report will include the student’s attendance records and any statements the instructor adds regarding the student’s performance.
Secondary students’ weekly eligibility will be checked each Thursday and a report sent to each high school. Students must be passing each week to remain eligible for extra-curricular activities.

REPORT CARDS

Report cards will be issued on a nine-week basis. Grades for high school students for class work will be sent to the home school. The number of days absent for the grading period will be recorded on report cards. Based on the local attendance policy, the home school will determine whether or not to issue credit. Report cards will be mailed to the parent/guardian of high school students. Post-secondary students will receive their report cards in class.

MAKE-UP WORK

It is the responsibility of the student to check with his/her instructor for make-up assignments. Make-up work not turned in by the designated time will result in a grade of “0”. Work missed because of disciplinary action may be made up for 75% credit; students will receive a daily participation grade of “0” for each day missed. Lack of participation by the student due to disciplinary action will affect the student’s grade.

FOLLOW-UP

Follow-up of graduates of full-time career majors will be conducted to determine the student’s employment status.

HIGH SCHOOL CREDIT

High school credit is determined by the high school, not GCTC. See your high school counselor or principal to determine how much high school credit you may earn while attending GCTC. A copy of the possible academic math and science credits by program that may be available upon approval from your high school Board of Education follows. Also included is a Flow Chart of Course Progressions for the Pre-Engineering Academy.

### HIGH SCHOOL TRANSCRIPTING OPTIONS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>YEAR</th>
<th>TECHNOLOGY UNITS</th>
<th>OPTIONAL ACADEMIC UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Welding Technology</td>
<td>Year 1</td>
<td>3 units</td>
<td>1 unit Geometry¹</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>4 units</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>Year 1</td>
<td>3 units</td>
<td>1 unit Geometry¹</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>4 units</td>
<td></td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td>Year 1</td>
<td>3 units</td>
<td>Jr. yr. – Algebra II or Trig</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>4 units</td>
<td>Sr. yr. – Trig or Capstone</td>
</tr>
<tr>
<td>BUSINESS &amp; COMPUTER</td>
<td>Year 1</td>
<td>3 units</td>
<td>1 unit Computer Science</td>
</tr>
<tr>
<td>Accounting and Financial Services (NBC)⁷</td>
<td>Year 2</td>
<td>3 or 4 units</td>
<td>1 unit Computer Science</td>
</tr>
<tr>
<td>Computer Network Technology (NBC)³</td>
<td></td>
<td></td>
<td>1 unit Trigonometry (CNT)</td>
</tr>
<tr>
<td>Office Management Technology (NBC)³</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Media Production (NBC)⁶</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td>Year 1</td>
<td>3 units</td>
<td>Intermediate Algebra⁴</td>
</tr>
</tbody>
</table>

¹ Geometry
² OHLAP
³ CNT
⁴ All
⁵ CNT
⁶ OHLAP
⁷ NBC
⁸ NBC
<table>
<thead>
<tr>
<th>Course</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Graphic Design (NBC)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 3 or 4 units 1 unit Computer Science I&lt;sup&gt;2&lt;/sup&gt; OHLAP 1 unit Computer Science II&lt;sup&gt;2&lt;/sup&gt; OHLAP</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Year 1</td>
<td>Year 2</td>
<td>4 units 4 units</td>
</tr>
<tr>
<td>Early Care and Education (NBC)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>4 units 4 units</td>
</tr>
<tr>
<td>Electrical Careers Technology</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 4 units</td>
</tr>
<tr>
<td>Health Careers Certification I</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 1 unit Anatomy/Physiology&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Heating, Air Conditioning &amp; Refrigeration Technology</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 4 units</td>
</tr>
<tr>
<td>Service Careers</td>
<td>Year 1</td>
<td>Year 2</td>
<td>4 units 4 units</td>
</tr>
<tr>
<td>Pre-Engineering Academy (NBC)</td>
<td></td>
<td></td>
<td>* SEE FLOW CHART 1A</td>
</tr>
<tr>
<td>Precision Machining I and II (NBC)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 3 units</td>
</tr>
<tr>
<td>Professional Diesel Technology</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 4 units</td>
</tr>
<tr>
<td>Carpentry &amp; Masonry Trades (NBC)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>3 units 4 units</td>
</tr>
</tbody>
</table>

Units of Credit: Accreditation Standards indicate 1 unit of credit may be awarded for 120 hours of instruction. These courses include 525 hours of instruction each year for a high school student. This is equivalent to 4 + units. Units awarded are determined by local boards.

1. Geometry and Trigonometry and Algebra 2 courses are taught by certified secondary math instructors, are aligned to the current Oklahoma state standards, and meet the NCLB and OHLAP requirements for 2014-2015. A competency test is also required. APPROVED BY THE STATE BOARD OF EDUCATION 4/19/01.

2. These courses are taught by certified instructors and meet the SDE requirements for Computer Science credit, but not the NCLB requirements for 2014-2015. GCTC does NOT recommend counting these courses as a Math credit for graduation. If they are counted, NCLB procedures are applicable.

3. Anatomy/Physiology satisfies a lab science requirement for high-school graduation and is taught by a NCLB certified teacher and the course meets NCLB and OHLAP requirements. APPROVED BY THE STATE BOARD OF EDUCATION 4/19/01.

4. These courses are taught by certified math teachers with content ABOVE Algebra I and DO satisfy a math requirement for a standard diploma and the NCLB requirements. Intermediate Algebra can be counted as a math between Algebra I and Algebra II if your local school board approves it as such. Intermediate Algebra does not meet OHLAP requirements.

5. NBC- Nationally Board Certified Instructor

*Algebra II will be offered as a pull out class to anyone needing additional math credits.*
FLOW CHART OF COURSE PROGRESSIONS – PRE-ENGINEERING ACADEMY

This chart should be used as a reference of possible course progressions, not for absolute placement. Each student is scheduled based on his or her needs in math and science.

**Sophomore Entry**
- Algebra 2 or Geometry
- Pre-AP Chemistry
- Intro to Engineering Design*
- Principles of Engineering*

**Junior Year**
- Pre-Calculus
- Pre-AP Physics
- Digital Electronics
- Architecture
- Civil Engineering & Architecture

**Senior Year**
- Calculus (AP or regular)
- AP Physics
- Engineering Design & Development
- Aerospace Engineering

**Junior Entry (FIRST YEAR)**
- Algebra 2 or Geometry
- Pre-AP Chemistry

  Intro to Engineering Design*

  Principles of Engineering*

**OR**

**Junior Entry (FIRST YEAR)**
- Pre-Calculus
- Pre-AP Physics

  Intro to Engineering Design*

  Principles of Engineering*

**Senior Year**
- Calculus (Regular or Concurrent)
- AP Physics

  (2 or the following) Digital Electronics, Aerospace Engineering, Civil Engineering & Architecture

**Senior Entry** – (this is not a suggested course of study since the student will be unable to experience the capstone class)
- Pre-Calculus
- Pre-AP Physics

  Intro to Engineering Design*

  Principles of Engineering*

*these classes meet the requirements for a computer technology credit for OHLAP and state graduation requirements (5/08)
LIVE WORK

The District may maintain a Live Work Program whereby students and/or teachers perform work for customers and a fee is charged for such work. The Superintendent shall establish a rate schedule for any Live Work Program which shall, at a minimum, cover the cost of all supplies, parts, and materials to be used in performing the work, and which may include a deposit. Any Live Work Program shall require that a written contract or work order be executed by the customer and the District. All projects in the shop will have the work order number displayed on the project. When scheduling the performance of Live Work, instructor will prioritize all projects based on their instructional value. A Live Work Program shall not include student class projects, School personnel, or students who are engaged in the selling of products are not permitted to utilize students’ services or District equipment or facilities in preparing such products for sale.

Students may bring their live work projects to their class in their car, drop them off, and then park their car in the east or south student parking lot.

GCTC will not be responsible for loss or damage to personal articles brought to the school, vehicles, articles left in vehicles in case of fire, theft, accident, or any other cause beyond our control.


WORK-SITE-LEARNING COMPONENT

Guidelines for On-the-Job Training (OJT)

Participation in on-the-job training (OJT) is a privilege given to selected senior and adult technology students to help bridge the gap between school and work. Generally, OJT training may occur during the student’s last quarter of school. Note: Adult students receiving VA educational benefits may not participate in OJT and continue receiving their benefits.

Work-Site-Learning Component is used periodically in most programs. In all cases, a written agreement between the student, employer, and instructor will be made. Each instructor is responsible for administering Work-Site-Learning Component and for obtaining Administrator or his/her designee’s signature on forms indicating all paperwork is complete. Participating students should read the following information:

1. Participation is a privilege, not a right.
2. Student selection is based on:
   a. Classroom and shop work
   b. Attendance
   c. Work Attitude
   d. Reliability
   e. Appearance
   f. Other criteria as specified by Instructor
3. OJT students represent the best technology students. It is very important that the students conduct themselves in a way that brings credit to the technology center.
4. The following may be grounds for dismissal from the OJT program:
   a. Failure to turn in attendance and other reports as requested.
   b. Being absent without knowledge and approval of the technology center and employer.
c. Any activities, which are not appropriate for the work situation as determined by the employer and instructor
d. Failure to maintain a good report from the sending school.
e. Failure to report change of employer to instructor for approval.
f. Unsatisfactory report from the OJT supervisor.

5. Eligibility:
   a. All tuition and fees paid or an approved and current payment plan in place.
   b. Must have satisfactorily completed their program’s objectives and competencies
   c. Must be maintaining a “C” average or better.

6. OJT students must have all forms completed and filed with instructor and in the Director of Instruction’s office
   a. An interview must be conducted with the Director of Instruction or designee to verify all paperwork is complete for final approval.

7. Student responsibilities:
   a. Responsible for completing training form and returning to instructor
   b. Responsible for returning OJT supervisor evaluation forms to the instructor on time
   c. Responsible for notifying the instructor of any anticipated change in OJT location. Instructor approval required before a change may be made.
   d. Responsible for returning to the technology center if dismissed from OJT or leaves OJT for any reason
   e. Responsible for notifying the OJT supervisor and the instructor when absent from OJT training site
   f. OJT students and/or students attending clinicals, are responsible for completing math requirements.

8. OJT students must report to the school when requested for:
   a. Skills contest
   b. Competency testing
   c. Other school related activities
   d. Misuse of OJT privilege
IV. STUDENT SERVICES

Gordon Cooper Technology Center offers the following services to students:

COUNSELING

A counseling staff member is available to help plan for their future. We offer the Oklahoma Career Information System (OKCIS), career and interest inventory, along with COMPASS assessment covering Reading, Writing and Math to help guide individuals toward a career training program that best matches their interest, skills, and abilities and assist students in making informed decisions about occupational and educational futures.

Guidance services that are provided to students are limited. For example, substance abuse or marital and family problems may be confided to staff, but referral for counseling services would be made to the appropriate agencies rather than their being handled through campus services.

Numerous sources, including a Directory of Community Services, are available in the Student Services Office to help the student; however, these decisions are up to the student and her/his family to pursue. The student and family assume all financial liability in said choices. GCTC does not assume any financial liability whether implied or stated by offering this information.

Students are encouraged to visit with a counselor as needed. An appointment may be made in the Student Services Office between 8:00 a.m. and 4:00 p.m., Monday through Friday, after securing permission from your instructor.

DRUG AND COUNSELING AGENCIES

Drug and alcohol counseling, treatment, or rehabilitation programs may be found in the agency index of the Directory of Community Services located in the Student Services Office. Numerous sources are available to help the student in the Student Services Office yet, these decisions are up to the student and his/her family to pursue. The student and family assume all financial liability in said choices.

The hotline numbers listed herein may be of use to those needing help or advice.
National Drug & Alcohol Treatment Routing Service .................................................. 1-800-662-HELP
National Council on Alcoholism .....................................................................................1-800-622-2255
Reach-out Hotline (Alcohol, drug crises intervention, mental health, and referral) ......1-800-522-9054
Alcoholics Anonymous .................................................................................................1-405-524-1100
Narcotics Anonymous .................................................................................................1-866-524-7068

SHAWNEE AREA AGENCIES
Gateway to Prevention & Recovery, 1010 E. 45th St. ..................................................1-405-275-3391
Red Rock Comprehensive Mental Health Center, 126 N Bell .................................1-405-275-7100
Citizen Potawatomi Nation Health Complex, 2307 Gordon Cooper Drive .............1-405-273-5236
Project Safe, 130 N Broadway, Suite 206 .................................................................1-405-273-9953
ENROLLMENT PROCESS

All necessary paperwork must be completed and the student’s name entered on the instructor’s roll before a student may report to class.

ADMISSION POLICY (POST-SECONDARY STUDENTS)

GCTC admits all eligible students without regard to race, color, national origin, or religious beliefs. In order to be admitted to a full-time program or career major at GCTC, applicants must:

1. Complete the application/assessment process (Compass assessment and OKCIS Skills & Interest Inventory)
2. Meet additional admission requirements set forth under the Oklahoma Dept. of Health (such as being current on immunizations, etc.) if enrolling in any health-related career major.
3. Interview with the counselor and possibly the Instructor.
4. Receive an acceptance letter.

Any student who is not currently enrolled in a high school or home school or alternative high school is classified as a post-secondary student. All career majors accredited for post-secondary education award a certificate to students who successfully complete that career major. The student must be considered a “regular” student in accordance with Title IV federal regulations in order for that student to be awarded federal financial aid.

ASSESSMENT

All Post-Secondary students will participate in an assessment program that measures career interest, abilities, work values, and the basic skill areas of math, reading, and writing. These assessments will be administered prior to enrollment. In most programs, a minimum of an eighth – tenth grade equivalent in reading and math skills is recommended. Specific program may have additional pre-requisites.

ASSESSMENT CENTER

GCTC has an independent assessment center on campus. The assessment center evaluates students for multiple purposes such as course placement. The student generally completes the assessment process prior to filling out an enrollment application and meeting with the enrollment counselor. The Assessment Specialist can advise applicants of areas that may need strengthening, such as reading or math. The enrollment counselor can advise applicants of what areas or programs that best match the applicant’s aptitude and abilities.

REGULAR STUDENT

A regular student is someone who is accepted for enrollment in an eligible institution:
• For the purpose of obtaining a completion certificate offered by the school and who
• Has a high school diploma, has passed the GED test, or is certified as completing home
  schooling which has been approved by the U. S. Secretary of Education.

ALTERNATIVE, SPECIAL, OR CONDITIONAL STUDENT

A post-secondary student who is enrolled for a purpose other than obtaining a
completion certificate or who does not have a high school diploma, GED, or was not
homeschooled is considered an alternative, special, or conditional student. Such a student is
not eligible for Title IV federal financial aid.

FELONS IN THE CLASSROOM

Gordon Cooper Technology Center policy requires applicants for admission to report felony
convictions. The purpose of this policy is to preclude admission to individuals that would post
an unreasonable risk to property or pose a risk to the safety and welfare of the students and
employees of the District.

Applications from such candidates must be reviewed by school district personnel. The District
has a responsibility to ensure a safe environment for all members of its community. Each case
will be evaluated on its facts. The relationship of the nature, severity, and length of time since
the crime to the interests and needs of the District will be assessed.

The following procedure has been established by the District with respect to processing
applications for individuals who indicate on their application for admission that they have been
convicted of a felony or dismissed for disciplinary reasons from another educational institution.

1. The submission of a written statement by the applicant with a description of the
   nature and circumstances surrounding the felony conviction/dismissal for
disciplinary reasons.
2. Applicant may be required to obtain an OSBI criminal background check applicant’s
   expense.
3. Applicants may be required to provide references from Department of Corrections,
   Parole Officers, and law enforcement officials. Applicants dismissed from another
   education institution may be required to provide references from the school or sign
   a release of information form for the appropriate educational entity.
4. Applicant may have to be present for a personal interview.
5. After a review of available information by the Review Committee, the Committee
   must decide to deny admission, admit the applicant, or admit the applicant with
   certain conditions.
6. If the applicant is denied, he/she has the right to be informed of the basis for the
denial. The applicant is permitted an appeal of the decision. If the applicant
appeals, the appeal will be reviewed by a second Committee appointed by the
Superintendent or Superintendent’s designee. The Committee shall be comprised of
an instructional Director and two (2) Career Advisors. The District reserves the right
to add others to the Review Committee. An appeal must be filed within ten (10) calendar days.
7. The denial of admission must be based on reasonable evidence supporting the basis for denial.

HIGH SCHOOL ENROLLMENT

High school students’ application will be accompanied with a high school transcript, achievement test results, such as the Explore, Plan, COP System, and Iowa Test, a copy of their attendance record provided by their home high school. Each application will have a personal interview to receive consideration for admission into a Gordon Cooper Technology Center Program with a GCTC representative. Attendance, past schoolwork, and interest will be strongly considered. All programs require a second interview with the instructor. Parents are encouraged to attend this interview. High school students spend one-half of their school day (3 hours) in an AM or PM program session, and the other half at their home high school. Gordon Cooper will provide high school students’ sending school with grades/courses taken each semester at Gordon Cooper Technology Center. Credit will be transcripted by their home high school.

TRANSFER CREDIT

The Instructor and/or a Director of Instruction will evaluate transcripts from other schools, colleges, and accredited institutions and credit will be given for appropriate units of instruction.

CLASS/CAMPUS TRANSFER

Decisions about possible transfer between campus sites and/or programs offering similar career majors will be made at the discretion of faculty, staff, and administration of Gordon Cooper Technology Center. Selection for transfer is based on the following criteria:

- Assessment Scores
- Positive Work Ethic
- Career Interest/Skills/Values Profiles
- Good Attitude
- Progress in Career Major
- Desire to learn and be trained
- Enrollment and Class
- Teamwork
- Attendance
- Performance Objectives (including but not limited to grades)

Different enrollment procedures for the adult Professional Diesel Technician and Practical Nursing exist. Refer to the program coordinator for more information.
SECOND YEAR

Students wishing to continue in the second year of a two-year career major at GCTC or enroll in a full-time career major must meet the following requirements:

1. Grade of “C” or better and maintain satisfactory academic progress;
2. Score 70% or better on semester competency math tests when math is part of program curriculum.
3. Receive a recommendation from their instructor; and
4. If the student is requesting to change career majors, the student must notify the Gordon Cooper Technology Center counselor who will seek approval from both the current instructor and the instructor to which the student wishes to transfer.
5. Must have no outstanding debts with the finance office;
6. GCTC administrators reserve the right to approve or disapprove returning students.

A student not meeting the above requirements may submit to the Director of Instruction a written appeal, which will be heard by the Student Services Appeal Committee. Students will apply for readmission in the Student Services Office. Readmission is not guaranteed.

NURSING PROGRAM ADMISSION
*See the Practical Nursing Handbook for specifics

PROCEDURE TO WITHDRAW FROM FULL-TIME CAREER MAJOR

Adult Student

Students wishing to withdraw from Gordon Cooper Technology Center Full-time career majors must follow the procedure outlined below:

1. See one of the following individuals in the Students Services Center: Counselor, Registrar, Student Services Secretary, Student Services Administrative Secretary, Student Services Coordinator, Financial Aid Coordinator, Director of Instruction, or Assistant Superintendent of Curriculum and Instruction to fill out and sign a withdrawal form.
2. Take the form to the student’s instructor for signature.
3. Return all property to GCTC.
4. Bring the completed form back to Student Services.

After the withdrawal information has been posted to the GCTC database, the form will be directed to the Financial Aid Coordinator and the Accounts Receivable Officer for their signatures. A copy of the withdrawal form will be mailed to the student and copies will be given to the Financial Aid Office and Accounts Receivable Office. The original withdrawal form will be filed in the student’s enrollment file.
High School Students

Students wishing to withdraw from Gordon Cooper Technology Center Full-time career majors must follow the procedure outlined below:

1. See one of the following individuals in the Students Services Center: Counselor, Registrar, Student Services Secretary, Student Services Administrative Secretary, Student Services Coordinator, or Director of Instruction.
2. Notification of request will be communicated to home high school counselor for approval.
3. Return all property to GCTC.
4. Take the form to the student’s instructor for signature.
5. Bring the completed form back to Student Services.

INDIVIDUAL EDUCATION PROGRAMS (IEP) AND/OR 504

GCTC complies with all state and federal laws and regulations regarding placement and services for individual students attending GCTC under an IEP or Section 504. Adults needing educational accommodations should contact Donna Stone at 405-273-7493, ext. 2257.

JOB PLACEMENT

The instructor will assist students in finding employment in their field when a student successfully completes the course work. A computerized copy of a student’s resume will be kept in the Educational Enhancement Center. Job openings are posted on a bulletin board in the student break area. All students will be introduced to Workforce Job Placement Services prior to graduation.

CAREER TECH STUDENT ORGANIZATIONS (CTSO) AND CONTESTS

All students are invited to participate in the Career Tech Student Organizations. Dues are minimal and students who participate receive opportunities to go to leadership workshops, compete in leadership contests, join National Technical Honor Society, join Presidents Advisory Council, compete in Skills Competitions, and run for local, state, and national office in their respective organizations.

Career Tech Student Organizations (CTSO) are set forth to introduce students to leadership skills and vocational skills that may be transferred to the classroom, the home, and the workplace. The organizations are formed to allow students to gain skills that may lead to the formation of positive goals and aspirations. Networking with other students, educators, business people, and industry leaders form common bonds, which increase student’s options. Students who wish to join but have a situation that would preclude payment of dues should set an appointment with the Director of Instruction to arrange for payments or a fee waiver.

Career Tech Student Organizations (CTSO) are an integral part of each training program’s curriculum. To participate in CTSO contests beyond the local level, the student must belong to the student organization, which sponsors the contest. GCTC will provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend. Rates are outlined in GCTC policy. The approval is based on teacher recommendation and student behavior. If a student has been suspended during the school year, the contest
sponsor will decide whether to allow the student to participate in the contest. All students must ride school provided transportation to CTSO activities and field trips.

**GCTC SPONSORS THE FOLLOWING CAREER TECH STUDENT ORGANIZATIONS (CTSOS):**

- Business Professionals of America (BPA)
- Family, Career, and Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA)
- National Technical Honor Society (NTHS)
- SkillsUSA
- CPSC
- FIRST ROBOTICS

**LEADERSHIP ACADEMY COMMITTEE**

Leadership Academy Committee is a select group of high school students and adults who have a mission. The mission statement is: “To develop student leadership which promotes service to others and student involvement.” Membership to the Leadership Academy is gained by peer nomination and teacher recommendation.
V. SAFETY

ASBESTOS

GCTC has completed an asbestos management plan and inspects the district facilities yearly. Every six months, the building will be surveyed to see if the condition of any asbestos has changed. The management plan is available for review in the administration offices.

CONTAGIOUS OR COMMUNICABLE DISEASE OR CONDITION

Any student with a contagious or communicable disease or condition is prohibited from having contact with others at GCTC. The prohibition will continue until the student is not a risk to others. Board policy outlines steps the Superintendent will take to assure there is no risk to others.

EMERGENCY MEDICAL CARE

In the event of a serious accident requiring medical care, the student will be taken to Unity Hospital by a designated representative or by ambulance as assigned by the Director of Instruction. The school will authorize treatment only in accord with parental consent in the medical card on file. Costs associated with such emergency medical care or transportation will be at the expense of the student or student’s parent or legal guardian.

HAZARDOUS MATERIALS

All containers of hazardous or potentially hazardous materials will be clearly labeled identifying it as hazardous. Each program instructor/coordinator or individual in charge will conduct a safety orientation at the beginning of the school year explaining the hazards involved while working with or near the chemicals. The orientation will also include a complete review of the Material Safety Data Sheet for each hazardous chemical.

INJURIES

All injuries must be reported to an instructor as soon as possible. If the condition warrants, the Director of Instruction will be notified and the student either sent to the administrative offices or the Director of Instruction will report to the scene of the accident, whichever is most appropriate. At this time, the decision will be made for appropriate follow through. Secondary students’ parents will be contacted. An accident report will be completed by the instructor and turned in to the administrative offices.

GCTC DIABETES PLAN

Gordon Cooper Technology Center will identify students with diabetes that need a supportive environment to help them take care of their diabetes throughout the school day and at school functions.
GCTC WILL DEVELOP AND PROVIDE THE FOLLOWING INFORMATION IN A DIABETES PLANS:

Developing written plans that outline each student’s
Diabetes management
Monitoring blood glucose
Understanding hypoglycemia
Understanding hyperglycemia
Administering insulin
Following an individualized meal plan
Getting regular physical activity
Planning for special school events
Planning for disasters and emergencies
Dealing with emotional and social issues

SAFETY PROCEDURES FOR SHOP AND LABORATORY AREAS

Shop safety is given the utmost consideration. State school law 70-14-107 requires that eye protection must be worn under certain conditions. For GCTC staff and students, this is defined as any time a person is working or observing in a shop or laboratory area. All students are given one pair of safety glasses free of charge. Students are responsible for wearing the glasses while in shops and laboratories and are responsible for securing them when not in use. If students lose or fail to bring their glasses to school, the student will not be allowed to work in hazardous areas and will be referred to the bookstore to purchase another pair of glasses.

A safety test is given to each student and placed in the student’s folder. Each student must pass the test with 100% accuracy before being allowed to perform lab or practical application. All students are required to read and sign the Safety Practice Form at the beginning of their instruction at GCTC. A high school student must also have this form signed by a parent or guardian.
VI. TUITION AND FINANCIAL ASSISTANCE

TUITION AND FEES

For purposes of this policy, residency for students shall be determined by the student’s primary place of residence at the time application for admission is made. Residency for high school students is determined by the primary place of residence of the student’s parents or legal guardian. However, if a post-secondary student or a post-secondary student’s parent or guardian owns property within the District, the student shall be considered to be a resident of the District.

All post-secondary (adult) students are required to pay GCTC fees (which include alliance agreement fees) and tuition (unless awarded a tuition waiver). Most Career Majors also require post-secondary students to pay for CTSO dues and purchase required books and supplies and possibly tools and/or uniforms. Post-secondary students are defined as any student past the age of compulsory school attendance who is not enrolled in a high school, alternative school, or is not home-schooled. The tuition and fees charged for a resident and non-resident shall be determined annually by the Board with non-resident tuition twice the amount of resident tuition.

Resident high school students do not pay tuition or required GCTC fees, but may be required to pay for CTSO dues, and purchase supplies, tools, or uniforms in some Career Majors. High school students are defined as students who attend a high school, or an alternative school in pursuit of a high school diploma, or are home schooled.

TUITION PAYMENT PROCEDURE

1. Tuition is due the first day of class unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from an agency, which will pay the student’s tuition and fees.

2. A student may arrange with the finance office to pay his/her tuition by making payments throughout the length of the Career Major in which he/she is enrolled. A student’s tuition and fees must be paid in full before the student will be allowed to enter On-The-Job Training (OJT) or internship. Tuition and fees must be paid in full before the student will be eligible to receive a completion certificate, and before he/she may enroll in any future Career Majors or courses at GCTC.

3. Students who withdraw prior to paying tuition and fees or before financial aid is arranged will be invoiced for the tuition and fees owed according to the refund policy. Prior to any re-enrollment, said student must clear any outstanding accounts.

4. Tuition and fees will be charged for one semester at a time and tuition and fees must be paid in full before being allowed to continue in a subsequent Semester.
PAYMENT

GCTC accepts personal checks, MasterCard, and VISA for payment of tuition and books. Personal checks must include the name, address, phone number, and driver’s license number of the person writing the check. There is a service charge of $25 on returned checks.

TUITION REFUND POLICY*

*Additional policies under the Title IV “Return of Unearned Funds” regulation apply to students who are eligible to receive Title IV federal financial aid (Federal Pell Grant):
For each enrollment period or semester:

<table>
<thead>
<tr>
<th>Withdrawal Date (from entry date)</th>
<th>Refund of Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>From entry date through the first week of enrollment</td>
<td>100%</td>
</tr>
<tr>
<td>From the 2nd week through the 4th week of enrollment</td>
<td>50%</td>
</tr>
<tr>
<td>After the 4th week of enrollment</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

The student will be responsible for payment of any book/tool/uniform charges not paid by Title IV aid or an agency.

WITHDRAWAL PROCEDURE

Students withdrawing from school should fill out and sign a withdrawal form (Notice of Change in Student Status Form) or notify the Registrar, Counselor, or Financial Aid Coordinator or any employee in the Student Services Center.

FEDERAL TITLE IV RETURN OF UNEARNED FUNDS POLICY

Applies to students who are eligible to receive Title IV federal financial aid and who withdraw or are dropped by the school for any reason, or who receive only an “Occupational Completion Certificate” (as opposed to a “Career Major Completion Certificate”):

1. Federal regulation specifies how a school must determine the amount of federal Title IV financial aid that a student earns if he/she withdraws or is dismissed for any reason prior to 60.1% of the scheduled hours in a payment period. The Federal Pell Grant program is the only Title IV aid at GCTC, which falls under this regulation.
2. Once the student has been enrolled for at least 60.1% of the scheduled hours in a payment period all financial aid is considered to have been earned.
3. When a student receives Title IV aid in excess of earned aid, the school returns the lesser of: 1) the amount of Title IV funds that the student does not earn, or 2) the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. Title IV regulations require funds to be returned to US Department of Education (USED) within 45 days of the date of the institution’s determination that the student withdrew or was dropped. If the school is required to repay to the USED a portion of the student’s
tuition/fees, the student will be required to repay the school the amount returned to
USED by the school before he/she can re-enroll.

4. The student may be required to return to the USED any remaining
unearned aid not returned by the school. Any grant amount the student has to
return is a grant overpayment and must be returned to the school, which will then
forward the funds on to the USED. A student can arrange to set up a payment plan with
the USED by contacting the Financial Aid Coordinator. The student must pay in full or
make arrangements with USED to pay the amount owed to USED within 45 days of
notification by the school that a repayment is due.

5. If an eligible student withdraws before receiving a Federal Pell Grant, the Financial Aid
Coordinator will calculate a “Post Withdrawal Disbursement (PWD)” within 30 days of
the withdrawal date. Aid will be processed for such an eligible student based on the
number of scheduled hours enrolled by the student before withdrawal. If the student
owes tuition and fees (and/or other authorized expenses) to the school, the post-
withdrawal disbursement will be kept by GCTC up to the amount owed. If any PWD is
left, the remaining amount will be disbursed to the student.

FINANCIAL ASSISTANCE

The fundamental purpose of the financial aid program is to provide assistance for
financially disadvantaged students who, without such aid, would be unable to further their
education. Financial assistance includes grants, scholarships, employment, and tuition waivers,
which may be offered as one program or through a combination of programs. The primary
responsibility for financing education lies first with the student and the student’s family
(parents or spouse). When the total resources they can provide do not meet expenses, the
financial aid program will attempt to provide assistance to the student in meeting educational
expenses.

Financial aid is awarded to students according to institutional policies and federal
regulations on the basis of need without regard to age, ethnicity, religion, or gender.
Information on any of the available financial aid programs may be obtained from the Student
Services Office. Each student will be treated as an individual and a financial package will be
arranged according to the student’s needs and ability to pay. Application for financial aid
should be made prior to the beginning of the student’s training. The application is free and
should be completed on line at www.fafsa.gov.

Students who are sponsored by an agency or organization shall be responsible for
providing a letter or voucher from that agency to the finance office or financial aid office on or
before the first day of class. Students who receive no financial aid may sign a payment
agreement with the Finance Office to make monthly payments for tuition and fees.

The following financial aid is available to qualified students enrolled in Title IV-eligible
(accredited) Career Majors at GCTC for the purpose of obtaining a Career Major Completion
Certificate: (1) Federal Pell Grant, (2) Oklahoma Tuition Aid Grant (OTAG), (3) Federal Work
Study (FWS), (4) Veterans Educational Benefits, (5) Workforce Investment Act (WIA), (6) Tribal
scholarships and awards, (7) Vocational Rehabilitation, (8) Career-Tech Foundation scholarship,
(9) Gordon Cooper Foundation scholarship, and (10) Oklahoma’s Promise (for only certain Career Majors). Students eligible for Oklahoma’s Promise scholarship must be enrolled in a Career Major that is under our Alliance Agreement with Seminole State College or Rose State College and must participate in that alliance agreement (i.e. be simultaneously enrolled at GCTC and the college) to have access to those Oklahoma’s Promise funds. Other scholarships from private or community groups may be available at their discretion.

When there are more qualified applicants than available funds, students will be selected on the basis of date of submission of application and required supplemental information and on the basis of need. The total amount of financial assistance offered a student by GCTC and all other sources shall not exceed the amount of his cost of attendance (including tuition, fees, books, required tools or uniforms, supplies, room and board, dependent care expenses, and miscellaneous family living expenses) minus the family’s Expected Family Contribution (EFC). One exception is if the student’s only Title IV aid is the Federal Pell Grant, it is prohibited to reduce that grant as a result of the student’s receiving other aid, even if the total amount exceeds the established need.

It is the student’s responsibility to keep the financial aid office informed of any changes in the student’s enrollment status.

TITLE IV PROGRAM ELIGIBILITY

Title IV programs available at GCTC are the Federal Pell Grant, Oklahoma Tuition Aid Grant (OTAG), and Federal Work Study (FWS) program. Gordon Cooper Technology Center does not participate in the Title IV Federal Direct Loan programs. Students will not be able to obtain a student loan from a bank, from the U.S. Dept. of Education, nor from the school for attendance at GCTC.

All applicants for enrollment as post-secondary students in eligible Career Majors may apply for Pell, OTAG, and/or FWS by filling out a Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.gov. Applicants and students may make an appointment with the Financial Aid Coordinator to obtain help in filling out a FAFSA worksheet. In determining the extent of a student’s financial need, the federal processor will consider the family’s income (taxed and untaxed) from the previous year, family assets (in some cases), and other resources available to the student.

Students are considered “independent” if they meet the following conditions: Are 24 years old, married, have dependents other than a spouse, are a veteran, are on active duty, are an orphan or were a ward of the court from age 13 to 18. An independent student will have his/her eligibility based on the student’s (and spouse, if married) income. Others who do not meet these “independent” categories must have their eligibility based on the student’s and parent’s taxed and untaxed income for the previous year, even if the student does not live with the parent(s) and even if the parents did not claim the student on their income taxes. Students with a bachelor’s degree are not eligible for the Federal Pell Grant or OTAG.
Other factors affecting eligibility include: U.S. citizenship or eligible alien; not being in default on a student loan or owing a repayment on a grant, not having a recent conviction for possession or selling illegal drugs while attending college and receiving federal financial aid; being past the age of compulsory school attendance and having a high school diploma or GED; being enrolled either full-time or half-time as a regular post-secondary student in an eligible Career Major (high school students are not eligible for Title IV aid); continuing to make satisfactory academic progress in the Career major; and, if male, being registered with Selective Service.

Once the FAFSA is submitted to the federal processor, the student will receive a student aid report (SAR) and the school will receive an Institutional Student Information Record (ISIR) each of which contains an Expected Family Contribution (EFC) index number. The number will be used by the Financial Aid Coordinator to determine the amount of Title IV aid for which the student is eligible. Some FAFSAs are selected by the federal processor for “verification”. If selected, the student will be asked to sign certain documents and to submit copies of IRS Tax Return Transcripts for the previous year for the student, spouse, and/or parent. Aid cannot be awarded or paid prior to completion of the verification process. Students should provide requested documentation to the financial aid office within 60 days of the request. Failure to provide requested documents may cause the student to become ineligible for Title IV aid. In addition to those who were selected by the federal processor for verification, the Financial Aid Coordinator may verify an application to resolve discrepancies.

FEDERAL PELL GRANTS

If a student is otherwise eligible (see eligibility requirements above), he/she may receive a Federal Pell Grant if the student’s Expected Family Contribution (EFC) is 5157 or below according to the USED Pell Payment Schedule for determining full-time scheduled awards. When the school receives the official EFC, the Financial Aid Coordinator will calculate the student’s Pell grant eligibility based on the EFC, the cost of education, the enrollment status (full or half-time) and the number of hours the student is expected to complete during the award year.

If the student reports errors on the Student Aid Report (SAR) that need to be corrected, the F.A. Coordinator can obtain the correct information, the signature of the student (and parent, if dependent student) and send those corrections electronically. Once a correct EFC number is obtained, the eligible student will receive an award letter stating the amount of the award for the school year. The lower the EFC number, the higher the grant eligibility. Half-time students are generally eligible for half as much as full-time students with the same EFC number. Eligible students will usually receive the first Pell grant disbursement four to six weeks after beginning class. Eligible students will not be expected to pay tuition before receipt of the Pell grant. Pell grants will be disbursed in equal payments and will equal the lesser of: Multiplying the number of hours the student in the Career Major by the scheduled award, divided by the number of clock hours in the academic year (900); or by multiplying the number of weeks in the Career Major by the scheduled award, divided by the number of weeks in the academic year (26). Formula 4 (clock hour) is used to calculate a Federal Pell Grant at GCTC.
Total Pell Award Example for a student with an EFC of 00000”
900 clock hours (expected to complete)
900 clock hours in academic year  \( \times \$5775 = \$5775 \text{ Pell Award} \)

Pell grants are paid in payment periods.
Payment Period Example:
450 clock hours (in payment period)
900 clock hours in academic year  \( \times \$5775 = \$2888 \text{ each Payment Period} \)

The student must complete all the hours in each payment period (excluding excused absences up to 10%) before the subsequent payment will be disbursed. Any unequal hours left at the end of the school year may be paid as a shorter payment period at the end of the school year.

**ACADEMIC YEAR AND PAYMENT PERIOD DEFINITIONS FOR CAREER MAJORS:**

The “Academic Year” for all Career Majors at Gordon Cooper Technology Center will be defined for financial aid as 900 clock hours and 26 weeks of instructional time.

<table>
<thead>
<tr>
<th>Career Major Hours</th>
<th>Normal Completion Time</th>
<th>Payment Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 hour Career Major</td>
<td>23 weeks</td>
<td>300 clock hours</td>
</tr>
<tr>
<td>615 hour CM</td>
<td>23 weeks</td>
<td>307.5 clock hours</td>
</tr>
<tr>
<td>630 hour CM</td>
<td>24 weeks</td>
<td>315 clock hours</td>
</tr>
<tr>
<td>645 hour CM</td>
<td>24 weeks</td>
<td>322.5 clock hours</td>
</tr>
<tr>
<td>720 hour CM</td>
<td>27 weeks</td>
<td>360 clock hours</td>
</tr>
<tr>
<td>780 hour CM</td>
<td>29 weeks</td>
<td>390 clock hours</td>
</tr>
<tr>
<td>825 hour CM</td>
<td>31 weeks</td>
<td>412.5 clock hours</td>
</tr>
<tr>
<td>840 hour CM</td>
<td>31 weeks</td>
<td>420 clock hours</td>
</tr>
<tr>
<td>870 hour CM</td>
<td>32 weeks</td>
<td>435 clock hours</td>
</tr>
<tr>
<td>900 + hour CM</td>
<td>33 weeks</td>
<td>450 clock hours</td>
</tr>
</tbody>
</table>

Students eligible for the Federal Pell Grant will have tuition and fees deducted from the grant if they have not paid tuition and fees. Tuition and fees will be kept by the Finance Office Accounts Receivable clerk from the first money to come in to the school. If an agency or other entity later sends money for tuition and fees, the overpayment will be refunded to the student (if allowed by the agency). Students who expect to be funded by an agency must provide a letter or authorization form (voucher) from the agency to the school. Students who are eligible for a Federal Pell Grant will have a bookstore voucher in the bookstore on the first day of class. A Pell eligible student may use the bookstore voucher to charge books and supplies to his/her Pell Grant. In using the voucher, the student is authorizing Gordon Cooper Technology Center to keep the cost of items purchased out of the student’s Pell Grant. A student may “opt out” of charging books and supplies to his/her Pell grant by not using the voucher. A student who uses the voucher can rescind that authorization. The balance of Pell money left after tuition, fees, and all authorized costs are taken out will be disbursed to the student in the form of a check made out to the student. Pell checks will be disbursed at the Finance Office window by finance office personnel. The student will be notified regarding the date and times of disbursement.
A Title IV-eligible student has the right to expect to receive an award letter which states the amount and expected disbursement date of Title IV federal financial aid (Federal Pell Grant, Oklahoma Tuition Aid Grant, or OTAG, and Federal Work Study, if applicable). An eligible student has the right to expect timely disbursement of Title IV federal financial aid. You can usually expect to receive your first disbursement of the Federal Pell Grant within 4-6 weeks after starting class, after processing your first valid FAFSA, or after completion of required verification, whichever is later. The date of the second or subsequent disbursement is determined by successful completion by the student of all the clock hours (and the curriculum associated with those clock hours) in the first Pell Grant payment period. Tuition and fees will automatically be withheld from the Pell Grant, along with book and/or tool and uniform charges if requested in writing by the student. Any remaining grant money will be disbursed to the student.

Pell-eligible students can charge required books, tools, and uniforms to their Pell Grant by giving written permission (i.e. by signing the book/tool voucher or uniform voucher) for GCTC to hold the charges out of their Pell Grant. Students have the responsibility to use all Title IV federal financial aid only for educational purposes to pay the cost of attending and earning a completion certificate from Gordon Cooper Technology Center. The cost of attendance includes, but is not limited to: tuition, fees, required books, required tools, required uniforms, certification and licensing exam costs, food and housing costs, gasoline costs to attend school, dependent child care costs, and personal care.

Students have the responsibility to notify the Financial Aid office of any changes in enrollment status, including withdrawal from school, changing from full-time to half-time or half-time to full-time status, and taking an approved Leave of Absence. Address changes also need to be reported to the Financial Aid Office.

Students have the responsibility to notify the teacher and/or director of the need for a Leave of Absence and fill out a Leave of Absence Request form prior to taking a Leave of Absence. Students may only have one Leave of Absence in a school year. The Leave must be at least 5 consecutive school days and not more than 9 weeks long. A student taking a Leave of Absence that is not within the definition of an approved Leave of Absence will be considered by the Financial Aid office to have withdrawn from school and regulatory “Return of Unearned Title IV Aid” calculations will determine if the school or the student will be required to return Pell grant money to the Pell Grant program. If the school is required to return tuition money to the Federal Pell Grant Program, the student will be responsible to repay the school the amount the school had to return.

MISREPRESENTATION

Gordon Cooper Technology Center strives to ensure that information made available to prospective and current students does not misrepresent the programs or statistical data presented in our consumer information. In the case of written allegations or complaints from an enrolled student or prospective students, the families of a student or prospective student, or a government official, the school will, within FERPA guidelines, address the complaint and
attempt to resolve the problem. The school administration (Superintendent, Assistant Superintendent, or Principal) may be involved in the conflict resolution.

**OKLAHOMA TUITION AID GRANT (OTAG)**

Students who have been residents of Oklahoma for at least one year prior to applying, who send in the FAFSA before the priority deadline (usually March 1 of each year), and who have an EFC number determined each year by OTAG and are otherwise eligible, have the best chances of being awarded as OTAG by the State Regents of Higher Education. Dependent students’ parents must also have been residents of Oklahoma for at least one year. If eligible, an OTAG award will be added to the student’s financial aid award letter. The OTAG is disbursed in two equal disbursements (Fall and Spring). OTAGs are not awarded for summer enrollment. The OTAG checks are mailed to GCTC for disbursement. If a student owes tuition and/or fees, the tuition/fees may be deducted from the OTAG check. A student may authorize in writing for other costs to be paid from the OTAG. If all tuition, fees, and authorized expenses have been paid, the OTAG will be disbursed to the student to be used for school related expenses. Students must continue to make satisfactory academic progress to continue receiving subsequent OTAG disbursements.

**FEDERAL WORK STUDY**

Federal Work Study jobs will be posted at the beginning of each school year and throughout the year when jobs become open. Students who have an official Expected Family Contribution, which is less than the total cost of attendance, are eligible for FWS up to the cost of attendance. Students who wish to apply for a FWS job may obtain an application for FWS employment from the Student Services Center. The Financial Aid Coordinator will determine the student’s eligibility and forward the application to the supervisor of the job. The supervisor will interview the applicants and select the student best suited for the job. The Financial Aid Coordinator will forward a list of eligible FWS applicants to the Administrative Assistant to the Superintendent, who will prepare the list for the next School Board meeting. If approved by the Board, the student may then begin work. The Financial Aid Coordinator will prepare a Purchase Order Request for funds to pay the eligible FWS employees. The student will be notified as to the dates, hours, job duties, and procedures for turning in time sheets and getting paid. FWS jobs are funded 75% from federal Title IV funds and 25% from local funds. The Board has to approve all Purchase Orders for wages for FWS employees prior to the FWS employee being paid.

**IN-SCHOOL DEFERMENT FOR STUDENT LOANS**

Although a student may not obtain a student loan to attend GCTC, a student who has previously had a student loan may obtain an In-School Deferment form from the lender and submit it to the Financial Aid Coordinator. Full-time students enrolled in eligible Career Majors may be eligible to have their previous loans deferred while they remain full-time students. Half-time students in eligible Career Majors may only be eligible for deferment if they are considered “new borrowers” by their lenders.
VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Students receiving VA educational benefits are expected to follow the GCTC attendance policy. Failure to follow the attendance policy may result in termination of VA educational benefits. Students receiving VA benefits may participate in OJT only for the hours slated for OJT in the career major curriculum.

The toll-free number for the VA is 1-888-442-4551 and the address for the VA Regional Office is P. O. Box 8888, Muskogee, OK 74402-8888. Not all Career Majors at GCTC are approved for VA benefits. See the Financial Aid Coordinator for a list of VA approved Career Majors at GCTC.

NATIONAL GUARD TUITION WAIVER

The Gordon Cooper Board of Education will extend a tuition waiver (tuition only) for Career Majors to members of the Oklahoma National Guard. Eligible students must provide documentation from their unit commander of membership in the Oklahoma Guard.

WIA

Check with the Workforce Oklahoma office in your county. A list of offices for each county can be obtained in the Student Services Center.

TRIBAL GRANTS AND SCHOLARSHIPS

Check with your local tribal education office.

VOCATIONAL REHABILITATION

If you have a disability check with the Department of Rehabilitation Services or Visual Services at the following locations: If you reside South of Independence Street or in South Pottawatomie County or South Seminole county: 1400 Hope Blvd., Suite A, Ada, OK 74820 (580) 310-5300. If you reside North of Independence Street or in North Pottawatomie County or Lincoln County: 1104-10 S. Air Depot, Midwest City, OK (405) 737-4897.

GORDON COOPER TECHNOLOGY CENTER SCHOLARSHIP

This will not include fees, books, and tools. Tuition only. This tuition waiver is for students who began their program of training as a high school student or home-schooled student in our district and need to attend in the following school year as an adult student to complete their program or Career Major. Students who change Career Majors after attending as a high school student are not eligible for this tuition waiver. This waiver does not apply to out-of-district students attending on a reciprocal agreement.
PARTNER SCHOOL SCHOLARSHIP

This will not include fees, books, and tools. Tuition only. This tuition waiver will allow students who reside within the GCTC district and were eligible to attend a high school within our district the previous school year to attend their first semester (full-time or half-time) tuition-free. Students will be required to pay tuition for any subsequent semesters.

OKLAHOMA CAREERTECH FOUNDATION (OTHAR GRIFFIN MEMORIAL SCHOLARSHIP)

These scholarships are reserved for adult students who may not qualify for other scholarships or assistance programs. Scholarships must be used toward tuition, fees, books, and other direct expenses incurred for training. Applications will be available near the beginning of each semester in the Financial Aid Office.

SCHOLARSHIPS FOR COLLEGE

Students should contact GCTC counselors for information regarding scholarships for college.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Title IV Federal Financial Aid (Federal Pell Grant, OTAG, and Federal Work Study)

In order to be eligible to continue receiving financial aid, a student must be making satisfactory academic progress. A student is normally considered to be making satisfactory progress so long as he/she is making a cumulative grade of “C” or above (qualitative measure) and is making timely progress toward the attainment of a Career Major Completion Certificate (quantitative measure). These measures may be stricter for Title IV recipients than for students not receiving Title IV aid.

The academic year is defined for Title IV aid purposes as 900 clock hours and 26 weeks of instruction for all Title IV eligible programs. Payment periods are defined as half the academic year (450 clock hours and 13 weeks) or half the Career Major, whichever is shorter. The payment periods are defined by regulation in both hours and weeks. Progress will be checked at the point when the student’s scheduled clock hours for the payment period have elapsed, regardless of whether the student has attended them. No progress report is required for an otherwise eligible new student to receive financial aid in his/her first payment period of training.

QUALITATIVE MEASURE (GRADES)

A. If, at the end of a Pell payment period, the student’s cumulative grade is “C” or above, the student has met the qualitative requirement for continued eligibility for financial aid for the following payment period unless the Career Major has a higher standard.

B. If the student’s cumulative grade is “D” or “F”, the student will be placed on a Financial Aid WARNING for one Pell payment period. The student may continue to receive financial aid for the payment period during which he/she is in the warning period provided the student is otherwise eligible.
C. If the student fails to make a cumulative grade of “C” or above at the end of the warning period, the student will no longer be eligible for Title IV federal financial aid at Gordon Cooper Technology Center. There is no avenue of appeal.

QUANTITATIVE MEASURE (PACE OF PROGRESS)

A. A student may take up to 150% of the “normal time frame” to complete a Career Major. However, the student may only receive Title IV financial aid through the first 100% of hours for which the Career Major is accredited. For example, the normal, accepted pace for completion of a 900 clock hour Career Major would be 26 weeks. In the “normal” situation, a full-time student would complete 450 hours and 50% of the curriculum in the first 13 weeks of enrollment in the Career Major. To maintain quantitative progress, a slower student would need to complete at least 33.33% of the curriculum by the half-way point (450 clock hours and 13 weeks) of the normal time frame of the Career Major. However, the second or subsequent disbursement of Title IV aid could not be disbursed until the student has successfully completed all 450 clock hours and the curriculum associated with those hours in the previous payment period (excluding excused hours up to 10%). The student will be charged additional tuition and fees if the extra 50% extends into a subsequent semester. If a student is not progressing at a pace which will ensure the student can complete within the 150% time frame, the student is not considered to be making satisfactory progress and financial aid will be terminated, even if the student’s cumulative grade is a “C” or above.

SUSPENSION, WITHDRAWAL, LEAVES OF ABSENCE, AND REGAINING ELIGIBILITY, ETC.

A. Suspension: Title IV aid for a student that is suspended for the semester will be terminated and a Return of Title IV Funds calculation will be performed.

B. Withdrawal/Drop: If a student must withdraw or is dropped by the school for any reason, he/she may owe a repayment of Title IV funds to the U.S. Department of Education (see “Federal Title IV Return of Unearned Funds Policy” in this handbook). Students who leave GCTC without receiving a “Career Major Completion Certificate” will be considered, for Title IV aid purposes, to have dropped (even if the student receives an “occupational competency certificate”) and will be subject to the Return of Title IV Funds calculation. The withdrawal date will be the date the student signs the withdrawal form or notifies the school of his/her intention to withdraw; the drop date will be the last date the student attended class or OJT based on the Instructor’s attendance book. Oklahoma Tuition Aid Grant (OTAG) checks will be returned to OTAG to be voided if the student is no longer attending (for any reason) when the school receives the OTAG checks from the State Regents for Higher Education (unless a late-disbursement is required by OTAG). Federal Work Study participants who withdraw or are dropped are no longer eligible to work. Students will be paid for all hours worked up to the withdrawal/drop date. GCTC does not indicate “Withdrawal Passing” or “Withdrawal Failing” when a student withdraws or is dropped.

C. Incomplete Grade: A student who receives a semester grade of “incomplete” will not be eligible for a second or subsequent disbursement of Title IV funds until the Instructor has issued a grade that is within the Qualitative Measure.
D. **Repetitions**: A student who needs to repeat a portion of a Career Major for any reason will not be eligible to receive Title IV aid for the repeated coursework. The student may receive aid for only the total hours in the accredited Career Major and the student must still be progressing within the 150% time frame for completion of the Career Major.

E. **Leave of Absence (LOA)**: Title IV aid will not be disbursed to a student who is on an approved Leave of Absence from GCTC. The disbursement of grant funds for which the student is eligible will be processed after the student returns to class from a Leave of Absence. The hours during the approved Leave of Absence will not count toward the maximum 150% of the normal time frame for completion of a Career Major. If a student does not return from an approved Leave of Absence on the date specified on the LOA form, the student’s Federal Pell Grant will be returned to the U.S. Department of Education if required under Return of Title IV Funds regulations.

F. **Non-Credit Remedial Courses**: Gordon Cooper Technology Center does not offer non-credit remedial courses.

G. **Transfer Credit**: It shall be the policy of the Gordon Cooper Technology Center to admit qualified student to the vocational programs on an advance 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. Transcripts from other school, colleges, and accredited institutions will be evaluated by the administration and the instructor involved, and credit may be granted for appropriate units of instruction. If a student does not have a valid educational or military transcript, license or credential, but feels that they are proficient in an area of student offered at this technology center, the student may apply for advanced standing credit. In order to receive advanced standing credit, such a student must successfully complete a comprehensive written and skills test. The test will be administered by a qualified representative of Gordon Cooper 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, the student services coordinator, or counselor. Gordon Cooper Technology Center will award educational 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 Gordon Cooper Technology Center’s admission standards and the role, scope, and mission of the Gordon Cooper Technology Center. If granted advanced standing credit, the student’s grades and progress at the previous school would be taken into consideration in regard to satisfactory academic progress.

H. **Summer and other periods that a student does not receive Title IV aid**: Since the vast majority of our career majors do not meet in the summer months, students are still considered enrolled and continue the career major the fall of the next school year. Since students whose class does not meet in summer cannot complete clock hours in the career major, that time frame is excluded from the SAP quantitative policy.

I. **Crossover Payment Period Definition**: When a payment period includes both June 30 and July 1 in any given award year. GCTC will pay the Federal Pell Grant out of the
award year which ends on June 30 for the crossover payment period if the student has remaining eligibility for Pell grant funds, unless it is to the student’s benefit to pay out of the subsequent award year. If the student does not have remaining eligibility, the Federal Pell Grant will be paid out of the subsequent award year if the student is eligible in that award year.

J. **Change of Career Major:** When a student completes one Career Major and begins another, the student is still considered to be in the same payment period if the Career Majors are similar and/or share curriculum. The student’s qualitative and quantitative SAP also continues with the new Career Major. However, if a student changes to a new Career Major that does not share curriculum with the previous Career Major, the student starts over with both payment periods and with SAP.

K. **Regaining Eligibility for Title IV federal financial aid.** If the student’s eligibility for Title IV federal financial aid was terminated because of the student’s grade, the student may reestablish eligibility for Title IV aid by completing one payment period of coursework (during which no Title IV aid will be awarded) with a cumulative grade of “C” or above and at a pace which will allow the student to complete the career major within 150% of the normal timeframe. If the student’s Title IV federal financial aid was terminated based on the student not being able to complete the career major within the 150% of the normal timeframe, the successful completion of a payment period for reestablishment of eligibility must be in a different career major.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

**VA EDUCATIONAL BENEFITS**

A. **Length of Career Major (Program):** The VA expects a student to be able to complete the Career Major in 100% of the normal time frame and generally will not extend educational benefits for extra training time to complete the Career Major.

B. **The Veteran’s Administration will be notified if a student receiving VA educational benefits drops or loses eligibility for benefits due to not making satisfactory progress, is suspended from school, takes an approved Leave of Absence, or loses eligibility by electing to perform On-the-Job Training (OJT) that exceeds OJT hours in the career major curriculum, rather than remaining in classroom training.**

C. **Transfer Credit:** It will be up to the student’s Instructor to make the determination about whether to give credit and how many clock hours of credit to give. The VA will not pay a student for prior credit if given by the Instructor. Students receiving VA educational benefits are required to submit academic transcripts from all previously attended colleges, CareerTech Centers, and/or trade schools to the financial aid office to be forwarded to the Instructor for evaluation.

D. **Change of Career Major:** Students receiving VA educational benefits are required to fill out a “Change of Program or Place of Training” form (VA 22-1995). Students contemplating changing Career Majors need to contact the VA Certifying Official (Lynell Armstrong) to be sure all required paperwork has been filed with the VA prior to changing Career Majors.

E. **Leave of Absence (LOA):** VA benefits will be interrupted when a student is on an approved Leave of Absence and can be resumed when a student returns to school.
F. **Attendance:** According to VA regulations, students receiving VA educational benefits may only miss up to 10% of scheduled clock hours to keep receiving VA benefits. That equates to 4 absences per semester in Heavy Diesel Service Tech, 12 absences in Aerospace Technician; the current attendance policies in LPN and Paramedic, and 9 absences in all other Career Majors.

**REGAINING ELIGIBILITY FOR VA EDUCATIONAL BENEFITS**
A student may regain eligibility for VA educational benefits by completing one semester with a grade of “C” or above and at a pace which will ensure the student can complete the career major within 100% of the normal time frame. The student will not be eligible to receive VA educational benefits during the semester that he/she is attempting to regain eligibility.
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