



Educating People for Success

Western Technology Center

www.westtech.edu

**Burns Flat
580-562-3181
621 Sooner Drive
P.O. Box 1469
Burns Flat, OK 73624**

**Hobart
580-726-8400
1000 South Bailey
P.O. Box 659
Hobart, OK 73651**

**Sayre
580-928-2097
2002 NE Highway 66
Sayre, OK 73662**

**Weatherford
580-774-0224
2605 East Main
Weatherford, OK 73096**

**Elk City
580-225-4982
301 Western Drive
Elk City, OK 73644**

Student Handbook 2016-2017

This handbook is intended to present an overview of Western Technology Center policies and procedures that are applicable to students. It is subject to the provisions of the School Board Policies and Procedures adopted by the Western Technology Center Board of Education.

SCHOOL CALENDAR 2016-2017



WESTERN Technology Center

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	★	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
15 Days						

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
21 Days						

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
18 Days						

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
19 Days						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
12 Days						

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
20 Days						

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
19 Days						

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
18 Days						

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
18 Days						

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
15 Days						

AUGUST
1, 2 - August Conference (Prof. Day)
11 - First Day of School

SEPTEMBER
5 - Labor Day - No School

OCTOBER
7 - End of First Nine Weeks
12 - Professional Day - (No Students)
13, 14 - Fall Break - No School

NOVEMBER
23, 24, 25 - Thanksgiving Break - No School

DECEMBER
16 - End of Second Nine Weeks
Dec. 19 - 30 - Winter Break - No School

JANUARY
Jan. 2 - Winter Break - No School
Jan. 3 - Professional Day (No Students)
4 - 2nd Semester Begins - Students Return

FEBRUARY
20 - Presidents Day - No School

MARCH
7 - End of Third Nine Weeks
13 - 17 - Spring Break - No School

APRIL
14 & 17 - Snow Make-up days (If Needed)

MAY
19 - Last Day of School
29 - Memorial Day - No School

1st Semester Total Days = 85
2nd Semester Total Days = 90
Total = 175 Days Taught

Approved 11-10-2015

SCHOOL CANCELLATION

In the event of school cancellation the following radio and television stations will be notified:

KCLI 99.3
KOOL 94.3

KWEY 95.5

KECO 96.5
KKZU 101.7

Television Channels 4, 5, 9 and 25

If you have provided WTC with a current phone number you should receive a voicemail recording from our School Messenger in the event of school cancellation.

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WELCOME

Western Technology Center's (WTC) purpose is to provide students with quality skills training needed to succeed in today's workplace. WTC partners with local high schools to prepare area high school students for success in college and in the professional world. Both high school students and adult students are provided the opportunity to receive quality career and technology education through part-time or full-time classes.

WTC is one of 29 technology centers in Oklahoma. Established in 1970, WTC has gained a national reputation as a premier technology center offering students an education that meets the needs of career and college bound students.

WTC is a leader in the delivery of quality training and development programs for a globally competitive workforce. The WTC staff is a competent and compassionate team who works in an atmosphere of equality and cooperation to promote individual and professional growth.

ADMINISTRATION

Superintendent - Hoyt Lewis

Director of Student Services - Kathe Corning

Director of Instruction - Penny Berry

Sayre Site Director – Hal Holt

Weatherford Campus BIS Director - Audie Corning

Elk City Campus BIS Director-Danny Britton

Business Manager - Pam Clark

MISSION STATEMENT

Educating People for Success

VISION STATEMENT

To become Western Oklahoma's first choice in education and industry-specific training to meet the demands of the 21st century.

STRATEGIC PURPOSES

Career Development

Career Readiness

Work and Family Studies

Academic Enhancement

Career Preparation and Enhancement

Customized Business and Industry Training

CORE VALUES

We Value People

We are committed to the success of our students, clients, staff and communities.

We Value Learning

We set the example of lifelong learning by sharing knowledge, innovation, leadership and hard work.

We Value Integrity

We pledge to be honest, fair and trustworthy in our words and our actions.

We Value Equality

We believe in equal opportunities and respect for all people.

We Value Service

We contribute to the well-being of the people and communities we serve through professionalism, care, compassion and high standards of quality.

NONDISCRIMINATION

It is the policy of WTC to provide equal opportunities as required by Title VI (race) of the Civil Rights Act of 1964, Section 504 (disabilities) of the Rehabilitation Act of 1973, Title IX (gender) of the Education amendments of 1975, and The Americans with Disabilities Act (disabilities) of 1990 in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of the policy may be referred to the designated compliance coordinator(s). Sayre Campus—Counselor, Ext. 306 at 580-928-2097. Burns Flat, Weatherford, Elk City and Hobart Campuses contact Serena Hitter, HR Director (ext. 294) and/or Elaine Loftiss (ext. 253) at 562-3181.

The Western Technology Center District does not discriminate on the basis of sexual orientation, race, color, national origin, gender, age, qualified disability or veteran status. Inquiries regarding this policy may be directed to: Compliance Officer, 580-562-3181, P.O. Box 1469, Burns Flat, OK 73624; or Compliance Officer 580-928-2097, 2002 NE Hwy 66, Sayre, OK 73662.

Western Technology Center no discrimina a orientacion sexual, raza, color, nacionalidad, genero, edad, o habilidad diferenciada.

ACCREDITATION

WTC is accredited by the Oklahoma State Board of Education and Oklahoma State Board of Career and Technology Education.

AMERICANS WITH DISABILITIES ACT (ADA)

Any student who self-discloses a qualified disability under section 504 of the Rehabilitation Act of 1973 or under the Americans with Disabilities Act of 1990 shall provide written documentation of the existing disability from an appropriately credentialed professional. Documentation shall be provided to the Director of Student Services, Counselor, or Site Director to discuss accommodations necessary to ensure full participation in educational activities.

ANTI-BULLYING

Because bullying, harassment, and intimidation have a negative effect on the social environment of schools, create a climate of fear among students, inhibit the ability to learn, and lead to other antisocial behavior, bullying is not permitted on the WTC campus, in WTC vehicles, or at WTC-sponsored activities or events.

“Bullying, harassment, and intimidation” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of a student.

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

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

Students and personnel are to immediately report observed or suspected bullying to the instructor and/or administration. The report will be investigated and any appropriate action taken, which may include suspension from school for students found to have violated this policy. Depending on the situation it may also be necessary to report the incident to law enforcement authorities.

Western Technology Center has made available an anonymous CyberBullying hotline for students and staff at the Burns Flat, Sayre and Weatherford Campuses. This hotline can be used to report any form of bullying or a threat to specific students or the school in general. Additionally, the hotline can be used to report illegal activity.

<p>Burns Flat and Weatherford Hotline: 1-580-352-5411 Sayre Hotline: 1-580-352-5412</p>

STUDENT ATTENDANCE

Students attending WTC are expected to be in attendance on any day that WTC classes are in session. There will be days when a high school student should be in attendance at WTC even if his/her high school is not in session. There also will be days when WTC classes are not in session and the student’s high school is in session. The student is expected to attend his/her classes at the high school even if WTC is not in session. High school students will not be counted absent if their high school does not send the bus to WTC in the event of bad weather or activity at the high school involving all students. Adults are expected to be in attendance even when the public school buses do not run.

An absence is defined as missing more than one hour of any given class session. In the event of a student absence, the instructor must be contacted on the day of the absence. Upon returning to school, the student is required to update his/her attendance folder. Providing written documentation is strongly suggested and becomes extremely important if a student exceeds the allowed number of absences. Consideration for extenuating circumstances is based on the documentation placed in a student’s attendance file. Documented chronic health issues or severe injury of the student and death of immediate family members are examples of situations that may be considered as

extenuating circumstances. WTC does not classify whether an absence is excused or unexcused. Only documented school activities (pink sheets) are not recorded as absences. It is the student's responsibility to make up work that has been missed; make up work is at the discretion of the instructor. All students who are absent will receive a School Messenger notification message and/or phone call.

TARDIES

A student is expected to be in class on time. A student arriving up to one hour late or departing up to one hour early is counted tardy. Three tardies equal a session absence. Students who miss over one hour will be counted absent for that class session. A class session is defined as a morning or afternoon period of instruction. Five tardies in a semester is excessive and subject to discipline.

SECONDARY (High School) STUDENTS

A high school student who exceeds 9 absences during a semester may not receive credit for coursework or a certificate of completion at WTC. WTC will follow these procedures regarding attendance and possible dismissal resulting from excessive absences:

- A. After 3, 5, and 7 absences, the parent or legal guardian of a high school student will be mailed a letter to provide notification of the student's attendance status.
- B. High school students will not be counted tardy if the high school's bus is late arriving at WTC.
- C. High school students must give a completed Activity Form (Pink Sheet) to the student's WTC instructor prior to missing class at WTC because of an activity approved by the student's high school administration. Without an Activity Form on file within 3 days, the time missed from class will be counted as an absence.

POST-SECONDARY STUDENTS

In a semester, adult part-time students are allowed up to 9 absences; full-time students are allowed up to 19. Additionally, three tardies equal an absence. Part-time students will receive notification by letter at 3, 5, and 7 absences. Full-time students will receive notification at 6, 10 and 14 absences. Adult students who exceed allowed absences in a semester can be dismissed from the program and may not receive a certificate of completion. A full-time student can obtain 2 absences during a day; one for the morning session, one for the afternoon.

During the last semester of enrollment for completion of a career major, the number of absences an adult student is allowed and still be able to receive credit is 10% of the hours remaining for completion of the student's career major.

Additionally, adult students can be dropped from classes if the adult student is absent five (5) consecutive days without contact or making prior arrangements with the student's instructor. Dismissal will be based on the instructor's recommendation. A student dropped from class because of violation of this rule will not receive a certificate of completion.

A student who fails to receive credit or a completion certificate because of excessive absence can appeal this decision to the administration of WTC. An appeal can only be

made if the student has provided valid written documentation for all absences in the semester. The student is responsible for placing appropriate documentation in his/her attendance folder in a timely manner following any absence. In virtually all situations, “timely” would be considered within a week of the absence. Following verification that proper documentation has been provided by the student, the Administration of WTC will designate the members of the appeal committee. The members of the appeal committee will determine if there is justification for waiving WTC’s attendance guidelines. Students may appeal dismissal from WTC by following the procedures outlined under GRIEVANCE PROCEDURE in this Student Handbook.

Each WTC instructor will provide a copy of WTC’s attendance policy to each student for required signatures. All students will be expected to sign and adhere to the attendance policy.

ATTENDANCE FOR ADULT STUDENTS WITH FINANCIAL ASSISTANCE

An adult student who qualifies for and receives financial assistance must attend class at WTC for a minimum of 90% of the time in a payment period for the career major enrolled to continue receiving financial assistance. Adult students receiving funds from outside agencies or who are in a program leading to licensure, are responsible for meeting the attendance guidelines required by the agencies and/or licensing entity. For students on a 13th Year Scholarship, less than 90% attendance will result in the scholarship being canceled and the student will be held responsible for the cost of his/her tuition.

BREAKS

One break will be scheduled as a privilege for the students during each session. Students will remain in the designated break area and will not go to other programs.

It should be remembered that break is a privilege and can be taken away if problems occur. Soft drinks, candy, etc., will be consumed in designated areas. Every effort has been made to provide for students’ comfort, convenience, and an attractive surrounding. It should be everyone’s goal to keep WTC in the best condition possible for students of the future. A regular break schedule will be assigned to every program.

CAMPUS CRIME AND STATISTICS

REPORTING CRIMES AND EMERGENCIES

Reports of criminal actions or other emergencies occurring on any WTC campuses should be made to administration, who will respond in accordance with established law enforcement procedures.

	CAMPUS CRIME STATISTICS		
	2015-2016	2014-2015	2013-2014
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny	0	0	0
Arson	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	1	0	0
Weapons Possessions	0	0	0

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Western Technology Center is aware of the Violence Against Women Act (VAWA) of 1994 amendments to the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports. Western Technology Center is making a good faith effort to comply with the statutory provisions as written in Vol. 79 No. 202 of the Federal Register Rules and Regulations. National Domestic Violence Hotline 1-800-799-7233.

CAMPUS SECURITY

WTC is aware of our responsibility to students and staff in providing a secure and safe environment to study and work. WTC is compliant with National Incident Management System. WTC provides protection of the facilities and equipment. There are scheduled times for all building lock-ups. These duties are performed by WTC Staff. Law enforcement personnel conduct building security checks as well as periodic inspections. Law enforcement officers perform a variety of tasks which include investigation of criminal activity, apprehension of criminals, and accident and fire response.

Students may be authorized to be in a building after lock-up if under the supervision of a staff member. Building keys will not be issued to a student nor will a staff member loan a building key to a student or non-employee.

CAMPUS LAW ENFORCEMENT

An excellent working relationship exists between the Law Enforcement Officials and WTC. Serious crimes and other incidents that are deemed to be of interest to State and/or local authorities are reported to those agencies. All serious crimes are reported on a monthly basis to the Oklahoma State Bureau of Investigation (OSBI) and to the Federal Bureau of Investigation (FBI) Headquarters for publication in the annual Uniform Crime Report.

CARE OF SCHOOL PROPERTY

A considerable amount of money has been spent on textbooks and equipment. Students are responsible for the care of all school owned property assigned to them. If items are lost, damaged, destroyed, or stolen through irresponsible action, the student will be charged the purchase price for replacement.

CELL PHONE/ELECTRONICS POLICY

All cell phones and digital/audio devices should be turned off during class. Any other electronic devices that distract from the learning environment will not be allowed in the school building. Cell phones may be used at break time or during the lunch period. If any student uses a cell phone anytime other than the specified times the following actions will take place. Any exception to this policy will need to be approved by administration.

1st Offense-WARNING

2nd Offense-5 DAYS-NO BREAK

3rd Offense-1 DAY SUSPENSION

CERTIFICATES

Students who complete and pass all courses within a career major will receive a career major completion certificate as well as a transcript reflecting grades for coursework. Students who complete career major hours, but do not complete all courses, will receive a transcript. In addition, students may earn occupational competency certificates and Career Readiness Certificates.

CLASS SCHEDULE

WTC secondary students will spend one-half of the school day (185 minutes) at WTC and the other half day at their home schools. On the WTC campus, morning classes are held from 8:10 to 11:15 a.m. and afternoon classes are from 12:40 to 3:45 p.m. Students enrolled at WTC may earn three or four (3 or 4) units of credit per year which may apply toward graduation from their home high school. Any exceptions will be approved by the local administration.

Post-secondary students may attend on a full-time or part-time basis.

DISCIPLINE AND STUDENT BEHAVIOR

Student behavior should be conducive to a good learning atmosphere. Students are expected to conduct themselves in a professional manner. Conduct that is not acceptable may result in termination from class and from WTC. Any discipline problems that cannot be solved by the instructor should be referred to administration.

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

- Repeated violation of the cell phone policy
- Open or persistent defiance of authority to any school personnel
- Fighting
- Assault and/or battery upon another person
- Inciting, encouraging, promoting or participating in attempts to interfere with the normal educational process
- Unauthorized or excessive absences from class
- Excessive tardies (5 per semester)
- Willful disobedience, profanity, or vulgarity
- Vandalism
- Cheating or plagiarism
- Use or possession of any tobacco products or e-cigarettes
- Violation of the internet and other computer networks Acceptable Use and Internet Safety Policy
- Possession or use of dangerous or disruptive items, including but not limited to firearms, explosives, fireworks, knives, razors or other weapons used for assault (refer to School Law of Oklahoma, Article XXIV, Section 33)
- Stealing, gambling or extortion

- Bullying, threatening behavior, and intimidation by any individual or group whether involving written, verbal or physical actions
- Inappropriate clothing
- Any violation of federal, state, or local law, ordinance or WTC policy
- Participation in any meeting, assembly, or demonstration not authorized by WTC
- Participation in the publication or distribution of any printed material not approved by administration of WTC
- Failure to comply with State of Oklahoma Immunization Law, Title 70, Section 1210, 191 as amended Nov. 1, 1998
- Possessing or being under the influence of alcohol, narcotics or controlled dangerous substances
- Operating a vehicle on school property in a reckless or unsafe manner
- Repeated violation of transportation policy
- Anything that is a material and substantial disruption of the learning environment

In addition to the preceding, a student may be subject to disciplinary actions including suspension or expulsion from school when charges are filed in any court (municipal, state or federal) which accuses a student of commission of a criminal offense occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school administration, a possibility that the continued attendance of a student at school could have a direct and adverse immediate effect on discipline, operation, general welfare, educational environment, or safety of WTC students or staff. Students who have been suspended or expelled are not to be present at any school sponsored activities or on WTC school premises. Students who are serving a suspension at their high school may be suspended from WTC. Students suspended from WTC may also be suspended from their high school.

DRESS CODE

Prospective employers prefer that potential employees develop and demonstrate desirable characteristics during training in order to adjust more quickly to the job responsibilities upon employment. With this objective in mind, it is a requirement that each student be neatly groomed at all times. Students must be appropriately dressed as defined by the instructor in each program and approved by the administration of WTC. Additional guidelines may be required within programs or departments.

- Clothing - Clothing should be appropriate, neat, clean, decent and inoffensive. Examples of inappropriate attire include clothing or accessories that display obscene or profane language and/or symbols. Also, students are not allowed to wear midriff tops, tank tops, miniskirts, shorts, pajama pants, or clothing that allows undergarments to be visible. Pants cannot be shorter than mid-calf in length. Also, pants cannot be sagging or bagging. Students are not allowed to wear clothing that is immodest or creates a disruption to a safe and effective learning environment.

- Footwear - Footwear is necessary for reasons related to health and safety. Footwear that has material between the toes or around the toes is inappropriate. Some examples of inappropriate footwear include flip flops and house shoes.
- Piercings - Earrings and /or ear studs can be worn at WTC. Any visible jewelry in piercings anywhere on the face except in the ears is prohibited at WTC.
- Hair/Head coverings - Only those hair colors which occur naturally are allowed on students at WTC. All head coverings will be removed during assemblies and in class. Some examples of head coverings not allowed include: caps, hats, stocking caps, and toboggans.
- Uniforms - Based on requirements from the State of Oklahoma, industry standards and/or safety, students in some career majors will be required to wear uniforms. Failure to wear appropriate uniforms may result in punitive actions including dismissal from any program requiring specific uniforms.

DRUG-FREE CAMPUS

Western Technology Center is responsible for providing a safe educational environment and must maintain the trust of the public. Any student who is impaired by a controlled substance or alcohol is a serious risk to others. WTC adheres to all federal, state and local laws in reporting the use and/or possession of controlled substances or paraphernalia by students. Drug screening procedures may differ depending on the career major.

DRUG-FREE SCHOOLS POLICY STATEMENT

STANDARDS OF CONDUCT

In order to maintain a healthy educational and working environment at WTC and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the WTC Board of Education adopts the following policy:

Using, possessing, dispensing, distributing, manufacturing, or being under the influence of a controlled substance, alcoholic beverage, or non-intoxicating beverage (as defined by Oklahoma Law) in any of WTC's facilities, on WTC property (including vehicles) or at a WTC sponsored function or event by a student or employee of WTC is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal from school or work or non-reentry of school or non-renewal of employment. Violations which constitute criminal acts will be referred for prosecution.

To discourage the use and transportation of a chemical substance, searches of the campus facilities by a trained dog handler may occur.

Searches may include work spaces, classrooms, lockers, vehicles, and personal items such as backpacks and purses. On an alert, based on probable cause or reasonable suspicion further searches may occur.

Parents and guardians of minor students shall be notified if prohibited substances are found. Law enforcement officials will be contacted if possession is verified or if difficulty is encountered with employees or students in question.

SANCTIONS

It is the policy of the WTC Board of Education that any instructor who has probable cause or reasonable suspicion that a student may be under the influence of, or the student has in his/ her possession: non-intoxicating beverages (beer), alcoholic beverages, or a controlled dangerous substance as defined by law, shall immediately notify the campus administrator or his/her designee. The administrator or designee shall immediately notify the public school administrator and a parent or legal guardian of the violation.

Any notification of suspicious behavior and/or search of said student shall be subject to any applicable school policy, state law, and/or student handbook regulation.

DRUG-FREE SUPPORT SERVICES

WTC does not endorse private or commercial products or services related to drug and alcohol abuse treatment. The sources of information listed herein are intended only as a partial listing of the resources that are available.

REFERRAL AGENCIES FOR SERVICES, SUPPORT and DEPENDENCY REHABILITATION TOLL-FREE INFORMATION

Substance Abuse Referral 800-662-HELP

Southwest Oklahoma Help Line 211

Red Rock Behavioral Services 580-323-6021

Departments of Human Services

Washita County 580-832-3391

Custer Co. 580-331-1900

Beckham County 580-928-4000

Kiowa Co. 580-726-6500

Health Departments & Mental Health Centers

Sayre 580-928-5551

Elk City 580-225-1173

Custer County 580-323-2100

Kiowa County 580-726-3316

Washita County 580-832-5062

ALL CAMPUSES EMERGENCY NUMBER FOR FIRE/AMBULANCE/POLICE:

911

ENTRANCE REQUIREMENTS

Priority for enrollment is based on the following student status:

1. Returning students
2. In-District high school students (2nd priority given until March 1)
3. 13th year students who have completed orientation, (3rd priority given until April 1)
4. Adult students

Enrollment is on a first-come, first-serve basis within each status level; however, some career majors may be subject to an application process and additional requirements as set forth by applicable licensing or accrediting agencies.

SECONDARY (HIGH SCHOOL) STUDENTS

Juniors and seniors are eligible for enrollment with the consent of parents, the home high school and the concurrence of WTC.

Secondary students whose legal residence is in the WTC district may attend WTC tuition-free. Students will be admitted to a particular program on the basis of assessed interest, academic achievement in past school experiences, aptitude, and subject to space availability.

Non-resident secondary students may enroll, subject to space availability, if they meet the above requirements, pay out-of- district tuition, provide their own transportation, and have the approval of their parent or guardian, high school principal, and the WTC Administration.

POST-SECONDARY (ADULT) STUDENTS

Adults may enroll on a first-come, first-served, space available basis with high school and returning students having priority for enrollment.

Adults will be admitted to a particular class on the basis of assessed interest, aptitudes, work history, and the ability to benefit from instruction in terms of employment. Adults seeking admission must go through WTC's assessment process prior to enrollment.

Students will be allowed to enroll in some classes after the program has started with administrative approval. New students will also be accepted at the beginning of the second semester providing space is available and curriculum lends itself to enrollment at the time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Dept. of Education.

Definitions:

- Eligible student – a student who has reached 18 years of age or is attending WTC as a post-secondary student.
- Parent – a parent of a student who is not an eligible student as defined above, including natural parent, a legal guardian or an individual acting as a court-appointed surrogate parent.

FERPA affords eligible students and parents certain rights with respect to the student's education records. These rights enable eligible students and parents to:

1. Inspect and review information contained in the student's education records.
2. Request the correction of records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights.
3. Have a hearing if the outcome of the request for correction is unsatisfactory.
4. Submit an explanatory statement for inclusion in the education records if the outcome of the hearing is unsatisfactory.
5. Prevent disclosure, with certain exceptions, of personally identifiable information from their education records.
6. Secure a copy of the Western Technology Center policy, which includes the location of education records.
7. File complaints with the U.S. Department of Education alleging failure of WTC to comply with the requirements of FERPA.

A copy of WTC Board Policy on Student Records can be obtained upon request. WTC will arrange to provide translations of this notice to non-English speaking parents in their native language.

For further information regarding FERPA visit:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

NOTICE OF DIRECTORY INFORMATION

Under the provisions of FERPA, directory information is information not considered harmful or an invasion of privacy if released. WTC may disclose without consent the following: student's name, career major, dates of attendance, and enrollment status. Directory information may be released to the following parties other than school officials who have a legitimate educational interest in the information: Persons or agencies offering jobs; educational benefits such as scholarships; media sources; honor roll or other recognition lists; and graduation programs. Per request, WTC will disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

FINANCIAL AID

Financial assistance is available for qualified adult students having a valid high school diploma or GED enrolled in an approved career major. Students must present a current government-issued picture identification card that will be photocopied for the student's confidential financial aid file. Students must maintain current enrollment and adhere to the attendance, grade and progress policy in the career major in which they are enrolled. WTC is approved for the Pell Grant Program and the Oklahoma Tuition Aid Grant Program. Other assistance includes Bureau of Indian Affairs, Vocational Rehabilitation, ORO Development Corporation and the Otha Grimes Scholarship. Veterans with documentation of service may qualify for a tuition waiver in full-time accredited programs. For more information please contact the financial aid office at 580-562-3181 Ext. 279.

GRADES

GRADING SCALE

100-90=A

89-80=B

79-70=C

69-60=D

Below 60=F

GRIEVANCE PROCEDURES FOR ALL STUDENTS

These procedures are to be followed if you believe you have a grievance relative to Title VI (race), Section 504 and the ADA (disabilities), Title IX (gender/sex), or Veteran status. It is the desire of the Administration and Board of Education of WTC that any complaint a student might have about a situation or procedure at the school be resolved in an informal manner. The steps are as follows:

1. Review with the Instructor
 - a. Discuss the problem or complaint with an instructor, a counselor or an administrator.
 - b. In situations where a solution cannot be reached in this informal manner, the following steps are to be followed.
2. Review with the Compliance Coordinators
 - a. The student must file a complaint in writing. A form will be provided for the student's convenience. Forms may be obtained from Compliance Coordinators, Elaine Loftiss; Serena Hitter, HR Director (Burns Flat, Elk City and Weatherford) or Counselor, (Sayre Campus).
 - b. A review hearing will be scheduled within ten (10) school days and the compliance coordinators will notify all individuals deemed necessary to give a full hearing to the complaint.
 - c. The review hearing will be documented and signed by all parties.
 - d. If the complaint is not resolved, the student has the option of asking for a review by the Superintendent or the Superintendent's designee.
3. Review with the Superintendent
 - a. The compliance coordinators will give the documentation, including the student's original complaint to the Superintendent immediately.
 - b. Upon receipt of the documentation, the Superintendent will set a time and place at the earliest convenience for all parties involved for the complaint review. The Superintendent will notify all individuals deemed necessary for a full and complete hearing.
 - c. The review hearing will be documented and signed by all parties.
 - d. Within a reasonable time, usually no longer than thirty (30) days, the Superintendent shall provide the student with a written decision, explaining what action (if any) will be taken (or proposed to the Board of Education, if necessary) in response to the student's complaint, and explaining the basis for

the decision. The written decision shall also advise the student that, if the student is dissatisfied with the decision, the student may request a hearing with the Board of Education to present the student's evidence or arguments as to why the decision is inadequate and that the Superintendent (or a designated administrator) should be contacted to request and discuss arrangements for a hearing.

- e. If the complaint is not resolved, the student has the option of asking for a review by the Board of Education. (If a satisfactory resolution of the problem is reached, the student may still choose to talk with the Board of Education on the matter and will be placed on the next agenda if requested.)
4. Review with the Board of Education
 - a. The Superintendent will deliver to the President of the Board of Education all documentation of the complaint and the preceding review hearing.
 - b. The hearing will be scheduled at the next regularly scheduled Board of Education meeting, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The student will be advised of the date, time, and place of the meeting at which the recommendation will be considered by the board. If the student fails to request a hearing within a reasonable time, usually no longer than (30) days, and the recommendation is considered by the Board as scheduled, the student is not entitled to have the matter reconsidered by a later request for a hearing.
 - c. The President of the Board shall conduct the review hearing.
 - d. At a hearing requested by the student, the Board will provide the student with a full and reasonable opportunity to present relevant evidence, testimony, and argument in support of the student's position. The student may be assisted or represented at the hearing by another person of the student's choice, including an attorney. The hearing may be conducted in executive session.
 - e. The Superintendent shall notify the student of the board's decision and of the student's right to file an administrative complaint with the U.S. Department of Education within one hundred eighty (180) days of the action, event, or occurrence which gave rise to the student's complaint originally.

All Board of Education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.

HAZARD WARNINGS

- **Asbestos Hazard Emergency Response Act (1986) Annual Notification**

WTC is required by Federal Law to notify individuals that we continue to comply with the regulations required by this law. This notification serves as the annual notification for parents, students, district employees and the communities we serve. The WTC district currently employs the services of Precision Testing Laboratories, 624 N.W. 5th Street, Moore, OK to assist the district with compliance.

- **Student SDS Verification**

Students will have access to the SAFETY DATA SHEETS (SDS) for all chemicals students may be exposed to while enrolled in their respective programs. This information is given for safety and awareness of hazards involved in the use of the chemicals.

There is a master management plan that will be made available to anyone during school hours. Inquire at the front desk of each WTC campus.

- **Exposure Control Plan for Bloodborne Disease**

PURPOSE OF THE PLAN: One of the major goals of OSHA is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees/students.

WTC believes that there are a number of acceptable general principles that should be followed. We have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard.

Our students and employees play an important role in complying with our bloodborne pathogens program. They will be expected to follow the plan and be responsible for attending the bloodborne pathogens training sessions.

They also will be expected to have good personal hygiene habits which include proper hand washing which is the best defense against exposure. Latex gloves are available and must be used before any student/employee touches someone else's blood or body fluids in the event of an accident or exposure.

Employees/students must wash their hands with soap and water immediately, or as soon as feasible, if there is any contact with blood or any other potentially infectious material. Mucous membranes should be flushed with water.

Proper disposal containers and bags with the biohazard warning labels are available in each program and in a number of other locations on the campus.

Everyone in our facility recognizes that even with good adherence to all of our exposure prevention practices, exposure incidents can occur. We have set up procedures for post exposure evaluation and follow-up should exposure occur. The WTC Exposure Control Officer will investigate every exposure incident that occurs in our facility. The investigation is initiated immediately after the exposure incident is reported and involves gathering information. The Exposure Control Officer can be contacted at the front desk.

INSURANCE

It is highly recommended that students not covered under family insurance and hospitalization plans purchase an accident insurance policy, available from the home high school or from most insurance agents. The Board of Education does not assume the responsibility for the payment of hospital or doctor fees.

MEDICATION

High school students may not retain possession of or self-administer any medicine, with the exception of inhaled asthma medication for treatment of asthma, and the self-administration of anaphylaxis medication for treatment of anaphylaxis. Violation of this rule will be reported to the student's parents and may result in discipline.

A student who has a legitimate health need for a medicine shall deliver the medicine to administration in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the WTC administration pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription.

All students taking medication which could compromise the safety of themselves or others should be reported to their program instructor.

MOMENT OF SILENCE

State Senate Bill 815 requires every local school board to “ensure that the public schools within the district observe approximately one minute of silence each day.” The pause would be “for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.”

OPERATION

WTC is under the administration and supervision of the Board of Education of the Western Technology Center District 12. WTC serves as an extension of the school districts that are members of the WTC District.

PERSONAL PROPERTY

WTC is not responsible for lost or stolen items.

RELEASE FROM CLASS OR LEAVING CAMPUS

Under no circumstances will a student leave the WTC campus without permission from an administrator or designee.

A student who leaves the campus any time during the school day without first receiving permission from administrative personnel will be considered truant and the case will be treated as such. For high school students, a note from the home high school principal/parent or telephone call must accompany any request for a permit to leave school.

Students are not to be excused from classes or shops unless it is absolutely necessary. Hall and restroom traffic should be kept to a minimum.

REQUIREMENT FOR CONTINUING ENROLLMENT

A student is expected to show progression at a rate that will allow completion of the career major in the allotted time. The Administration, Counselor and Instructor will determine whether or not a student should be placed on probation. Length of probation

will be determined by administration. If at the end of the probationary period satisfactory progress is not achieved, the student will not be permitted to continue enrollment.

RETURN OF TITLE IV FUNDING/PELL GRANT

Return of Title IV Funds for students receiving a Pell Grant will be calculated according to the Department of Education's "Return of Title IV Funds" regulation. For more information concerning return and refund policies please refer to the Student Consumer Information guide located in the Financial Aid Office at the Burns Flat campus of WTC or the school website and in the administrative office of Sayre and Weatherford campuses.

SCHOOL-SPONSORED ACTIVITIES

Field trips are an integral part of the learning process in all areas of career and technology education. Students are required to have the appropriate forms completed prior to taking field trips; high school students, regardless of age, must have appropriate signatures including parent/guardian and home school administration. Students will also adhere to all WTC policies and procedures described in the WTC Student Handbook and sign a Code of Conduct Contract. Any student not participating in the field trip is required to be in attendance at WTC or will be counted absent.

Participating students will be provided with an itinerary for trips. Transportation for all trips will be provided or approved by WTC. Audio entertainment with headsets will be permissible as long as it is not distracting to driver or others.

Participation in a school-sponsored activity is a privilege that can be revoked. Eligibility will be based on attendance as well as academics at WTC and at the high school. All students must meet CareerTech Student Organization (CTSO) guidelines. High School students must also meet Oklahoma Secondary Schools Activities Association (OSSAA) guidelines. Arrangements for make-up work must be completed with the high school prior to field trips.

EXTRACURRICULAR CLUBS & ORGANIZATIONS-PARENT NOTIFICATION

With regard to student organizations at WTC, parents and/or guardians have the right to withhold permission for a student to join or participate in one or more WTC extracurricular clubs or organizations. It is the responsibility of the parent and/or guardian to notify WTC administration of his or her student's withholding and prevent the student from participation in a club or organization for which participation is withheld, and no club or organization meeting shall be barred because a student who is not authorized to attend is present at the meeting.

The Director of Student Services is the Administrative Advisor for all student organizations.

- Business Professionals of America—the mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills.
- Family, Career and Community Leaders of America—the mission of FCCLA is to promote personal growth and leadership development through family and consumer sciences

education focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation.

- Health Occupations Students of America—HOSA is a student organization designed to promote career opportunities in health care and to enhance the delivery of quality health care to all people.
- National Technical Honor Society—NTHS honors student achievement and leadership, promotes educational excellence, and enhances career opportunities for the NTHS membership.
- SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled workforce and it helps students excel.
- Educators Rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession.

SEARCH POLICY

WTC reserves the right to search lockers, desks or any other school property without prior notice or explanation. Vehicles parked at WTC may be searched under reasonable suspicion.

SEXUAL ASSAULT PREVENTION

WTC provides information and resources in an effort to create a safe and secure environment that is conducive to the educational and personal development needs of the students. Prevention media is provided in the form of various pamphlets.

SEXUAL HARASSMENT

Sexual harassment is unwelcomed conduct of a sexual nature. It can include verbal, non-verbal or physical conduct of a sexual nature. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Any sexual harassment should be reported immediately to the instructor and then administration.

STUDENT SERVICES

Student Services staff are available during class hours or before and after class hours by appointment. Services available to students include:

- FINANCIAL AID

Financial assistance is available for qualified adult students having a valid high school diploma or GED enrolled in an approved career major. Students must maintain current enrollment, be in good standing, adhere to the attendance policy, and achieve satisfactory academic progress. Contact the Financial Aid Office at (580) 562-3181 Ext 279.

- ACADEMIC CENTER

The Academic Center (AC) is designed to meet individualized needs of students. Students receive individual remediation, academic integration, and accelerated skills to prepare for future job markets. The AC facilitates on-line Career Ready 101 instruction or occupationally specific academics for all WTC students. Students have the opportunity to take WorkKey assessments where Career Readiness Certificates may be earned.

- **ASSESSMENT**

Students are administered assessment instruments such as interest inventories, aptitude tests, and achievement tests to provide guidance in program selection and placement, career counseling, and necessary academic assistance.

- **CAREER PLACEMENT ASSISTANCE**

WTC encourages all students to utilize a student-managed portfolio. The portfolio provides a comprehensive picture of student's skills and job readiness preparation. Students are presented with an opportunity to learn more about real-world career skills, including resume development, applications, job search and interview techniques.

Students are also encouraged to utilize the Job Placement office for at least six months after career major completion.

Job placement is available to all students; in fact, students are urged to take advantage of the resources. While students are not guaranteed a job, they are guaranteed the opportunity to become valuable, skilled and trained employees.

- **GUIDANCE**

Staff members provide students with information on career options, advise them on appropriate educational paths to meet their career goals, and provide students with the necessary support for success in their programs.

- **SPECIAL NEEDS**

Western Technology Center is committed to equal access for students with documented disabilities. To request additional information and/or accommodation(s), please contact a counselor or site administrator.

- **STUDENT RECORDS**

Comprehensive and up-to-date records will be kept on each student's grades and attendance. Each instructor also keeps daily progress and plans of study for each student.

Grade records for high school students will be transferred to their home high school to become part of their permanent record.

STUDENT/SHOP SAFETY

Shop safety will be given the utmost consideration and is tied very closely with shop conduct. Potentially hazardous behavior will not be tolerated. Satisfactorily completed safety tests are required and will become part of the student's permanent file. Protective clothing and footwear will be required in designated areas. Safety glasses will be issued to students at the beginning of the year in programs where they are required. Replacement cost for lost or damaged glasses will be charged to the student.

TOBACCO USE POLICY

State law now permits Career and Technology Centers to designate tobacco-use areas outside of buildings, away from general traffic areas and completely out of sight of children under eighteen years of age, for use by adults attending training courses, sessions, meetings, or seminars.

WTC's post-secondary students will only be allowed to use tobacco products and e-cigarettes (also known as personal vaporizer or electronic nicotine delivery system) in designated areas only from 11:15 to 12:35. The Burns Flat designated areas will be outside the west door of the cafeteria, LPN building, and the Adult Education building. Sayre's designated area is directly outside the south doors of the main hallway. High school students will not be permitted to use or possess any form of tobacco. Violation of this policy by a high school student may result in suspension.

VIOLATION OF THIS POLICY WILL RESULT IN THE FOLLOWING:

1. First Offense - 3 Days Suspension from Break Time
2. Second Offense - 5 Days Suspension from Break Time
3. Third Offense - 3 Days Suspension from School
4. Fourth Offense - Dismissal from WTC

TRANSPORTATION

Secondary students will use school transportation if at all possible. Administration will consider hardship cases. Driving permits should be obtained prior to the day needed and signatures of parents and home school principals will be required. Students who drive are not to allow other students to ride to or from WTC.

Should an emergency come up that a student might need to drive, he/she will need to check in with the high school principal who will then call the Administration of WTC. The student must report to Administration immediately upon arrival at WTC. The bus driver has a very responsible and important job, his/her attention must be on driving at all times, and therefore students must follow these rules:

PREVIOUS TO LOADING, STUDENT SHOULD:

- Be on time at the designated bus stops - keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Respect people and their property while waiting on the bus.
- Receive proper school official authorization to be discharged at any place other than the regular bus stop.

STUDENTS SHOULD FOLLOW THESE RULES, STATE LAWS, AND DRIVER INSTRUCTIONS:

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- Use or possession of any form of tobacco, alcohol, or drugs is prohibited.
- Assist in keeping the bus safe and clean at all times.

- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. The life you save may be your own!
- Treat bus equipment as valuable furniture. Damage to seats, etc., must be paid for by the offender.
- You should never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- Do not throw objects in or out of the bus.
- Remain in your seats while the bus is in motion.
- Rough play and fighting is prohibited on the bus.
- Be courteous to fellow students, the bus driver, or driver's assistant.
- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to your safety.

AFTER LEAVING THE BUS, STUDENTS SHOULD:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for driver's signal, then cross the road.
- Students who repeatedly cause trouble on the bus may be sent back to the high school and thus may lose credit for the semester.
- To insure student safety, bus surveillance video cameras can and/or will be in use to monitor student behavior.
- Bus riding is a privilege and can be taken away.

EXTRACURRICULAR TRIPS

- The above rules and regulations apply to all trips under the sponsorship of WTC.
- WTC school officials will appoint sponsors for extracurricular trips.

TUITION AND FEES

High School students from the Western Technology Center (WTC) district may attend secondary career programs free of tuition charges. Tuition for adult students and those living outside the district is dependent upon the specific career major.

The required tuition payment for the career major is due when class starts according to a prearranged payment plan, unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from a funding agency stating they will be paying the student's tuition. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a certificate and before he/she may enroll in any future classes at Western Technology Center. A student who withdraws prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy.

Tuition charges are based on \$2.00 per career major hour once the student has selected a major and completed the enrollment process. Credit will be given for advanced standing hours and tuition adjusted accordingly as approved by the program instructor and

administration. Students may be required to purchase uniforms, tools and pay other student-related fees.

The Student Accounts Manager at the Burns Flat Campus will notify each self-pay student of the required tuition payments and due dates for the student's career major. The Sayre Site Director or designee will notify each self-pay student of the required tuition payments and due dates for the student's career major. Self-pay students must pay tuition in accordance with the tuition contract signed by the student prior to attending WTC. Any exceptions must be discussed and approved with the Student Accounts Manager or Site Director in advance of the due date.

TUITION REFUND POLICY

If a student withdraws or is dropped and fails to complete a period of enrollment for which they have been charged and paid, WTC will calculate what, if any, refund will be made to the student or funding agency. Dues, testing fees and supply fees are non-refundable. Refunds are not given for absences.

Refund requests should be directed to the Student Accounts Manager and are based on the official date of withdrawal or drop according to the Student Records/Registrar. The tuition refund policy for a student enrolled for at least three hours per day during a tuition period is as follows:

Withdrawn/dropped	Refund
0-5 days	100%
6-20 days	50%
21 days or more	No Refund

Unpaid balances will remain on the student's account and may prevent the student from progressing to the next payment period, receiving certificates, or enrolling at WTC in the future.

VETERANS POLICY

Western Technology Center offers a full tuition waiver to any veteran enrolling in our school in the day time programs that are Pell-eligible. The veteran must produce proof of service and have obtained an honorable discharged by providing the form DD214.

Western Technology Center chooses to honor the Oklahoma National Guard Tuition Waiver Program for Career and Technology Centers. The student must provide the OKARNG/ANG Form 215-5 signed by the Soldier's Unit Representative of the Oklahoma National Guard to the Financial Aid Office.

The student should contact Dana Ellis in the Financial Aid Office at the Burns Flat campus for additional information. (580) 562-3181 x279 or dellis@westtech.edu

VISITORS

WTC welcomes visitors at any time. Visitors are to report to the Administration Office upon arrival, where arrangements will be made to obtain a visitor pass, visit programs, students, or teachers. Anyone interfering with the peaceful, orderly conduct of school activities can be removed from the premises according to state law. To protect the

learning environment, WTC students will not be allowed to attend class if they are accompanied by their children. Customers of the cosmetology program are not allowed to bring children while a parent receives services.

VOTER REGISTRATION

Oklahoma voter registration forms are available upon request in the Student Services area at the Burns Flat Campus or the front reception desk at the Sayre Campus.

WEAPONS FREE SCHOOL POLICY

It is the policy of Western Technology Center to comply with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school sponsored transportation, will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.
2. Oklahoma statues, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession, on any public or private school property, or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon including firearms, knives, or forms of such weapons, or any other offensive weapon."

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

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

As of November 1, 2011, handguns are allowable for those with a valid handgun license under the following circumstances: "any property set aside for the use or parking of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the technology center administrator while the vehicle is on school property" according to Title 21 O.S. 1277.

An individual with an open carry license is only permitted to carry a handgun on Western Technology Center property with the **WRITTEN** permission of the Western Technology Center Superintendent.

WITHDRAWAL POLICY

If a student withdraws from school prior to the end of a semester and/or financial aid payment period, the student must provide notice to the school either in writing or verbally. At the time of withdrawal, a student must return all WTC property in good condition.

Written or verbal notice should be submitted to the WTC Instructor, Counselor, Academic Center, Financial Aid Director and the Administration. This notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will ensue:

1. The notice is placed in the student's file in the Student Records Office and copies are submitted to the Instructor, Counselor, AC, Student Accounts Manager, and the Financial Aid Director.
2. The Financial Aid Director will calculate any refunds due to the Title IV program and notify the student in writing within five days.
3. The student will be billed for any refunds due to the U.S. Department of Education.
4. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base (NSLDS) showing the student is ineligible for further funding.
5. If the student has not repaid the funds within six months, the Collection Department of the U.S. Department of Education may contact the student.