



# Student Consumer Information 2020-2021

Financial Aid Office Hours: Monday –Thursday 7:30am – 4:00pm / Friday 7:30am – 3:30pm

# HIGH PLAINS

## TECHNOLOGY CENTER

3921 34<sup>th</sup> Street  
Woodward, OK 73801  
(580)-256-6618  
<http://www.hptc.edu>

### SUPERINTENDENT

Mr. Dwight Hughes

### ASSISTANT SUPERINTENDENT

Mr. Barclay Holt

### ASSISTANT SUPERINTENDENT/DIRECTOR OF BIS

Mr. Taylor Burnett

### ADMINISTRATORS

Director of Student Services/Counselor ..... Amber Riley  
Director of Finance ..... Vickie Hunter  
Director of I.T ..... Tony Haskins  
Director of HR ..... Sandi Liles  
Director of LPN..... Micky McDonald  
Director of Student Activities.....Don Gaines

### ATTENDANCE OFFICE

JoAnn McCune  
(580)-571-6171

### VISION

Education and training at the speed of business

### MISSION

Turning education and training into work place success

### CORE VALUES

- Professionalism
- Quality
- Affordability
- Customer Focus
- Innovation
- Excellence

The culture at HPTC encourages a team approach to achieving the vision and mission; open lines of communication, participatory management styles of administrators and an overall attitude of “work hard, play hard” characterize a culture that is dedicated to meeting the needs of the students. By striving to be industry-focused, student-centered, and performance-driven, our students have a greater probability of success.

High Plains Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.

High Plains Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética. Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.

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STUDENT PROGRAMS

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CIP Code	SOC Code	State Program Name	Local Program Name	Local Program Hours	Weeks
01.0601	37-1012.00	Service Careers Horticulture	Service Careers Horticulture Assistant	750	24
09.0702	27-3099.00	Marketing Communications	Digital Marketing Specialist	960	30
10.0201	27-4011.00	Audio and Video Technology-IT	Video Editor	720	23
10.0201	27-4011.00	Audio and Video Technology-IT	Video Production Assistant	600	19
10.0301	51-5111.00	Digital Design and Publishing	Graphic Design Specialist	970	31
10.0303	43-9031.00	Digital Design and Publishing	Desktop Publisher/Graphic Designer	730	23
11.0801	15-1134.00	Web Design and Development-	Web Designer	600	19
15.0599	17-3029.09	Mechatronics	Advanced Wind Energy Technician	800	25
46.0201	47-2031.02	Carpentry	Finish Carpentry And Cabinetmaking	1200	38
46.0201	47-2031.01	Carpentry	Residential Carpentry	1020	32
46.0401	49-9071.00	Service Careers Maintenance	Service Careers Building & Grounds Maintenance Technician's Assistant	975	31
47.0604	49-3023.00	Automotive Service Technology	Automotive Service Technician	1050	33
47.0613	49-3031.00	Medium/Heavy Diesel Service	Medium/Heavy Diesel Truck Heavy Line Technician	1050	33
48.0508	51-4121.06	Welding-MN	Welder/Fitter	1050	33
50.0411	27-1014.00	Game Design/Development	Video Game Designer	1080	35
50.0411	27-1014.00	Programming	Game Programmer	840	26
51.0601	31-9091.00	Dental Services	Dental Assistant	975	31
51.0710	43-6013.00	Administrative Support-Medical	Medical Office Assistant	1000	32
51.0801	31-9092.00	Medical Imaging	Radiology Aide	705	22
51.0801	31-9092.00	Medical Services-Medical	BASIC MEDICAL ASSISTANT	919	29
51.0801	31-9092.00	Medical Services-Medical	DIAGNOSTIC AIDE	840	26
51.0803	31-2011.00	Rehabilitation Services	Occupational Therapy Aide	630	20
51.0805	29-2052.00	Pharmacy Services	Advanced Pharmacy Technician	825	26
51.0806	31-2021.00	Rehabilitation Services	Physical Therapy Aide	630	20
51.0808	29-2056.00	Veterinary Services	Veterinary Assistant	600	19
51.0913	29-9091.00	Rehabilitation Services	STUDENT ATHLETIC TRAINING AIDE	630	20
51.1009	31-9097.00	Medical Services--Phlebotomy	PHLEBOTOMIST 2	600	19
51.2604	31-2022.00	Rehabilitation Services	Therapy Technician	945	30
51.3901	29-2061.00	Licensed Practical Nurse	Licensed Practical Nurse	1463	39
52.0212	11-1021.00	Management	MANAGEMENT	780	25
52.0302	43-3031.00	Accounting	Full Charge Bookkeeper	1060	34
52.0302	43-3031.00	Accounting	Payroll Accounting Clerk	940	30
52.0302	43-3031.00	Financial Services	Financial Assistant	960	30
52.0302	43-3031.00	Accounting	Accounts Payable/Receivable Clerk	820	26
52.0401	43-6014.00	Administrative Support	Administrative Assistant	700	22
52.0402	43-6011.00	Administrative Support	Executive Administrative Assistant	960	30
52.0407	43-9021.00	Administrative Support	Office Information Specialist	1060	34
52.0701	11-1021.00	Entrepreneurship-MK	ENTREPRENEUR	960	30
52.0803	43-3071.00	Banking Services	Financial Customer Service	720	23

## INSTRUCTIONAL FACILITIES

High Plains Technology Center is comprised of one campus. The campus is located two miles south of Highway 270 on 34<sup>th</sup> Street, Woodward, Oklahoma. The site contains 70 acres and three buildings for a total of 122,071 square feet for classrooms and laboratory space.

### SPECIFIC CLASSROOM AND LABORATORY UTILIZATION

Main Building: Steel, Masonry Construction – 107,071 square feet

Skills Area	Square Footage
LPN	3,672
Health Careers Certification	3,024
Marketing/Management Program	2,270
Business Information Technology Education	6,072
Construction Trades	4,348
Welding	6,305
Medium/Heavy Duty Diesel Technology	10,205
Information Technology I and II	4,169
Automotive Technology	8,087
Service Careers	1,678
Seminar Center – seats 315	6,300
Academic Center	1,840
Student Lounge	2,136

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and commons area.

Industrial Training Building-Steel construction	5,000 square feet
Energy Training Building- Steel construction	10,000 square feet

## INTRODUCTIONS

All enrolled students receive a copy of the Student Handbook with a list of required disclosures. The contents are reviewed with students during classroom orientation at the beginning of each year. Additional copies of all handbooks including Student Consumer Guide, Financial Aid Policies and Procedures, Drug-Free School and Workplace Handbook, Campus Safety and Security Report Handbook, or a separate paper copy of annual disclosure is available upon request, in the Counselors office or the Financial Aid office and on our website <https://hptc.edu/student-information/financial-aid>. All handbook information is also available in alternative formats and languages upon request.

Each student should use the handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at the HPTC. No Student Handbook can anticipate every situation or question about policies, therefore, HPTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

The HPTC Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and consumer information. **For detailed information regarding all HPTC policies, please refer to the HPTC BOARD OF EDUCATION POLICY MANUAL available in Administration.**

## **KNOWING AND ABIDING BY HANDBOOK POLICIES**

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

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

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

## **PHILOSOPHY**

### **Mission**

Turning education and training into workplace success.

### **Philosophy Statement**

We, at High Plains Technology Center, through the services and training programs offered at HPTC, the supply of trained employees and the demand for skilled training can be more nearly balanced.

Each program is developed around goals and objectives defined by interests and needs of industry. The population served by the school consists primarily of four groups but may include others as needs and interests are expressed. These primary groups are: high school juniors and seniors, full-time adult students, part-time adult students, and business and industry.

All full-time day students are urged to participate in the activities of the Vocational Student Organizations: DECA, HOSA, VICA Skills-USA, and BPA. These organizations are designed to develop living skills that will better equip the students to become members of our complex society.

High Plains Technology Center 2020-2021  
Annual Notice of Required Disclosures Student Consumer Information

What, When , & to Whom to Disclose	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
<p>What: <b>Institutional Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>▪ Cost of attending High Plains Technology Center i.e.: Tuition and Fees</li> <li>▪ Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>▪ Information regarding the school's programs &amp; academic support</li> <li>▪ Entities that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing documentation</li> <li>▪ Description of any special services &amp; facilities for students with disabilities</li> <li>▪ Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</li> <li>▪ Penalties &amp; institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing</li> <li>▪ Net Price Calculator</li> <li>▪ Constitution Day/Voter Registration/Vaccination Policies</li> <li>▪ Grievance Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• High Plains Course Catalog</li> <li>• Program Description Handouts</li> </ul>
<p>What: <b>Financial Assistance Information</b></p> <p>When: Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of: (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; &amp; (4) criteria for determining the amount of a student's award</li> <li>• Rights &amp; responsibilities of students receiving Title IV &amp; other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</li> <li>▪ Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• FAFSA website: <a href="http://www.fafsa.gov">www.fafsa.gov</a></li> <li>• Financial Aid Policy &amp; Procedures</li> </ul>
<p>What: <b>Family Education Rights &amp; Privacy Act (FERPA)</b></p> <p>When: Upon Request Annually Local Newspaper</p> <p>To: Enrolled &amp; Perspective Students, Parents of Students under 18 yrs. of age</p>	<ul style="list-style-type: none"> <li>▪ Right to &amp; procedures for inspecting &amp; reviewing student's education records</li> <li>▪ Right to &amp; procedures for requesting amendment of student's education records believed to be inaccurate or misleading</li> <li>▪ Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>▪ Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31)</li> <li>▪ Students right &amp; procedures for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> <li>• <a href="https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></li> </ul>
<p>What: <b>Completion/Graduation Rate, Retention Rate, &amp; Transfer Out Rate</b></p> <p>When: Ongoing Upon Request</p> <p>To: Enrolled &amp; Perspective Students</p>	<ul style="list-style-type: none"> <li>▪ The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</li> <li>• Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept. of Ed's College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></li> <li>• High Plains ODCTE Profile</li> </ul>
<p>What: <b>Drug &amp; Alcohol Abuse Prevention</b></p> <p>When: Annually &amp; Upon Enrollment or Hire</p> <p>To: Enrolled Students Current Employees</p>	<ul style="list-style-type: none"> <li>• Information on preventing drug &amp; alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school's property, or as part of the school's activities</li> <li>• A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</li> <li>• A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</li> <li>• A description of the health risks associated with the use of illicit drugs &amp; alcohol</li> <li>• A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Board of Education Policy and Procedure Manual</li> </ul>
<p>What: <b>Campus Security Report</b></p> <p>When: Annually by October 1<sup>st</sup></p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Perspective Students &amp; Employees</p> <p>When: Annually by date specified</p> <p>To: U.S. Dept. of Education</p>	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police. Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</li> <li>• Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; federal &amp; state drug laws</li> <li>• Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</li> <li>• Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</li> <li>• Emergency response &amp; evacuation policy, procedures &amp; programs</li> <li>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• High Plains Website <a href="http://www.hptc.edu">www.hptc.edu</a></li> <li>• Student Handbook</li> <li>• Consumer Information Guide</li> <li>• Handout for Staff</li> </ul>

Paper copies of Disclosure Information available from Student Services. This notice is distributed annually to all current and prospective students. It is also located on High Plains' website, in the Student Handbook, and Consumer Information Guide.



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## AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

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### **PERSONS DESIGNATED TO DISBURSE INSTITUTIONAL INFORMATION**

Amber Riley, Director of Student Services is the designated employee responsible for disbursing general institutional information about High Plains Technology Center (also referred to in this handbook as HPTC). She is available during regular work hours, 8:00 a.m. to 4:30 p.m. or by appointment and may be reached at 580-571-6183.

Student Services includes the areas of career information and planning, assessment, academic advisement, financial aid and scholarship counseling, college articulation, community referrals, and job readiness assistance. Student Services personnel are also available to disseminate information concerning the school, career programs and their related costs, certification and licensure, graduation and completion rates, campus security policies, crime statistics, and other consumer information

### **PERSON DESIGNATED TO DISBURSE TITLE IV FINANCIAL AID & CONSUMER INFORMATION**

Michelle Ketcherside, the Financial Aid Director, is responsible for administering financial aid and consumer information to students at HPTC. The director is available to see students Monday through Friday from 8:00 a.m. to 4:00 p.m. and may be reached at 580-571-6177 or at [mketcherside@hptc.edu](mailto:mketcherside@hptc.edu).

High Plains continually promotes financial assistance opportunities to eligible students who might otherwise be deprived of the benefits of career training. The Financial Aid Office is available to disseminate information concerning financial assistance. Personnel are available upon reasonable notice during normal administrative working hours.

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## GENERAL INSTITUTIONAL INFORMATION

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### **NONDISCRIMINATION/EQUAL OPPORTUNITY STATEMENT**

High Plains Technology Center adheres to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on basis of race, color, national origin (Title VI and Title VII of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975), genetic information, or veteran status in the pursuit of educational endeavors. Questions and/or concerns regarding rights under these laws should be referred to Amber Riley 580 571 -6183 3921 34th Street, Woodward, Oklahoma 73801. Email: [agriley@hptc.edu](mailto:agriley@hptc.edu) or [dgaines@hptc.edu](mailto:dgaines@hptc.edu), which has been designated the Compliance Officer of Equal Opportunity. For additional information concerning the rights of individuals under Federal Civil

Rights Laws, contact the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2637, Kansas City, MO 64114-3302, phone 816-268-0550, TDD 800-437-0833. Prior to filing a complaint, the student, the employee or other person is encouraged to visit with the respondent and each should make a reasonable effort to resolve the problem or complaint.

### **STUDENT BODY DIVERSITY**

Information regarding HPTC's student body diversity is collected by the National Center for Education Statistics. Information including percentage of enrolled students in the following categories: male, female, self-identified members of a major racial or ethnic group, and Federal Grant recipients can be obtained upon request in the Financial Aid Office and can also be found online at: <https://nces.ed.gov/collegenavigator/?q=high+plains+technology+center&s=OK&zc=73801&zd=0&of=3&id=208053#enrolmt>

### **SAFEGUARDING STUDENT PRIVACY INFORMATION SECURITY POLICY AND PROCEDURE**

HPTC is committed to maintaining reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of federal student aid information, including the safeguards required by the Federal Trade Commission Standards for Safeguarding Customer Information (16 CFR Part 314) and by FERPA (20 U.S.C. § 1232g, 34 CFR Part 99). All student financial aid records are collected, accessed, processed, used, transmitted, stored, and disposed of by the Financial Aid Director. Access to this information is restricted to the Financial Aid Director and other authorized personnel or as requested by independent auditors during annual reviews to ensure compliance with federal, state, and institutional policies. All student financial aid files are kept on-site in a locking cabinet within a locked room with access by authorized personnel only. All electronic records are kept on secure private servers in an on-site locked server room with access by authorized personnel only. Service providers for financial aid records are limited to the U.S. Department of Education's software programs of ED Connect, ED Express, NSLDS, and COD. The secure disposition of the shredding of paper records is handled by authorized personnel only. Additional information can be found in this handbook, as well as in the Financial Aid Policies and Procedures Handbook.

### **CYBERSECURITY AND THE GRAMM-LEACH-BLILEY ACT (GLBA)**

As a post-secondary educational institution entrusted with student financial aid information, HPTC continues to develop ways to address cybersecurity threats and to strengthen our cybersecurity infrastructure. Under the U.S. Department of Education's Program Participation Agreement and the Gramm-Leach-Bliley Act (GLBA) (15 U.S. Code § 6801), HPTC protects student financial aid information, with particular attention to information provided to HPTC by the U.S. Department of Education or otherwise obtained in support of the administration of the Title IV Federal student financial aid programs. This includes, but is not limited to, developing, implementing, and maintaining a security program, limiting access to authorized users, and conducting risk assessments. The Information Technology (IT) Director oversees HPTC's cybersecurity program with limited access by other authorized personnel as needed.

### **IDENTITY THEFT PREVENTION**

HPTC strives to ensure compliance with the Fair and Accurate Credit Transaction Act, 15 USC. §1601 et seq. and the Federal Trade Commission's rules regarding Identity Theft (the "Red Flag Rules"). The technology center is subject to the Red Flag rules if it is a "Creditor." The technology center is a Creditor if it provides any goods or services for a fee and as a matter of course extends credit to its customers by offering them the ability to pay for those goods and services after they are provided as opposed to requiring prepayment

or contemporaneous payment. The technology center is a creditor with respect to limited areas involving a low risk of identity theft. Areas in which the technology center allows a debtor to defer payment owed the technology center include, but are not limited to, adult education tuition, facility use charges, and similar accounts. HPTC has developed an Identity Theft Program designed to detect, prevent, and mitigate identity theft in connection with any covered accounts.

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions should be referred to the Assistant Superintendent.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the technology center receives a request for access.

Parents of minor students or eligible students must submit a written request to the director or appropriate technology center official that identifies the record(s) they wish to inspect. This administrator will make arrangements for access to the education records and will notify the parent of a minor student or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent of a minor student or eligible student believes inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the director or appropriate technology center official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the technology center decides not make changes in the record as requested, the technology center must notify the minor student's parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the minor student's parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.

An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.

Technology centers may disclose, without consent, “directory” information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child’s education records. However, the technology center may disclose appropriately designated “directory information” without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of directory information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

- Recognition lists
- Graduation programs
- Press releases

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their minor child’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor child's education records without your prior written consent, you must notify the Superintendent in writing. The technology center has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's dates of attendance
6. The student's grade level (i.e., 11<sup>th</sup> grade, 12<sup>th</sup> grade, etc.)
7. The student's degrees, honors and awards received
8. The most recent educational agency or institution attended
9. The student's photograph
10. The student's electronic mail address

This information is presented as a summary and is intended to serve as a guideline for students and parents. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Assistant Superintendent. The FERPA policy in its entirety can be viewed in the HPTC Board of Education Policy Manual. Copies of the complete Family Educational Rights and Privacy Act policy are available upon request and can be obtained in Student Services, Financial Aid Office, and Counselor's Office

### **SPECIAL FACILITIES/SERVICES FOR DISABLED**

Special services are provided to students classified as disadvantaged or physically or mentally disabled through the office of Coordinator for the disabled students. Coordinator for Disabled Students: Amber Riley 580-571-6183

The Coordinator for Disabled Students works with agencies such as Vocational Rehabilitation, BIA (Bureau of Indian Affairs), IDEA (Individuals with Disabilities Education Act) and Social Security in coordinating efforts to assist these students while they are getting job skills. The Coordinator prepares student Service Strategy Plans for the Disabled Students and the instructor.

Services for the students include personal and vocational counseling, recordkeeping on student's progress, helping the students make financial arrangements, and teaching the disadvantaged and disabled in the areas of pre-employment skills.

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## CAREER COUNSELING & PLACEMENT SERVICES

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The HPTC counselor is available to assist individuals in finding their career and technical aptitudes and interests, as well as to discuss other concerns students may have. Students are encouraged to use the counseling services available.

Career development is a lifelong process that includes self-awareness, career exploration, skill development and training. HPTC offers career planning and placement services to all students, graduates, and other qualified individuals within the HPTC district. The Academic Center coordinates such services as resume preparation and critique, job search skills and interview practice. Student Services coordinates and maintains regular contact with students, instructors, Workforce Oklahoma and local businesses to assist in the placement of the students.

Resumes created in the Academic Center are maintained online through OK Career Guide and are available to students after they leave HPTC. The Academic Center staff is also available to students after they complete their training at HPTC for job search support.

High Plains Technology Center believes in taking a personal interest in each student. At HPTC we have high expectations for our students and we strive to provide the support to help them achieve that expectation.

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## GED PROGRAMS

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Any adult student who does not have a high school diploma or equivalent is encouraged to enroll in GED®/ HiSET® preparation classes (HPTC does not offer HiSET® testing). Adult education night classes are currently open for enrollment in Woodward for those adults who would like to work toward improving their basic skills in math, English and reading or who would like to earn a GED. If you need additional information please contact Lesa Tune at 580-256-6063 ext. 3462. Students can register to take the GED® or HiSET® computer based test and find out more by going to the website <https://ged.com> or <https://hiset.ets.org/>. Testing centers located near our area are in Enid, Woodward, and Weatherford. For more information contact Jennifer Dew, the Academic Center Coordinator, by email at [jdew@hptc.edu](mailto:jdew@hptc.edu) or by phone at 580-571-6129.

Any individual wanting to enroll at HPTC must meet the following criteria:

- Have a High School Diploma or High School transcript showing a graduation date. HPTC is required to evaluate the validity of a student's high school diploma if the representative of the institution has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education.

- Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED).
- The Consolidated and Further Continuing Appropriations Act of 2015 (Pub L 113-235) was enacted on December 16, 2014. The new law changed section 484(d) of the Higher Education Act of 1965 (HEA) to allow a student who is enrolled in a financial aid eligible career major, but does not have a high school diploma, GED, or homeschool equivalency to be eligible for Title IV financial aid through Ability to Benefit (ATB) alternatives. The student must pass an independently administered Department of Education approved ATB test or complete at least 225 clock hours in a financial aid eligible career major that is applicable toward a certificate. Students who become eligible through an ATB alternative and whose first enrollment in a financial aid eligible career major is after July 1, 2012, will only be eligible for a limited Pell grant award.
- For more information please contact Amber Riley, Counselor/Director of Student Services, at 580-571-6183
- Students who have successfully completed 225 clock hours that are applicable to a degree or certificate offered by our school. These credits and hours are not Title IV eligible and the remaining program hours must be prorated. Testing does not satisfy completion of hours. After confirmation of completion and payment student is eligible to apply for federal student aid. The Financial aid office will establish a new payment period beginning with hour 226.
- Must provide a photo ID and Social Security card so copy can be taken.
- Must make financial arrangements with Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

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## STUDENTS RIGHT TO KNOW

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*The following information can be found in this handbook. Paper copies of all information are available upon request from the Financial Aid Office.*

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school — Information on the school's admissions policy
- Cost of Attendance
- Information on financial aid, including eligibility, application, and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Completion/Graduation, Retention, and Placement Rates (Gainful Employment)
- Drug and alcohol policies
- Net Price Calculator
- Grievance Procedures, Non-Discrimination Policy
- Copyright Infringement, Constitution Day, Voter Registration, & Vaccination Policies



**Student Responsibilities:**

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Be aware that grant or scholarship amounts received in excess of qualified educational expenses could be subject to taxation
- Report all outside aid to the Financial Aid Office
- Recognize that students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Counselors office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- Ask questions if you don't understand the financial aid process

**COST OF ATTENDANCE****Living Costs**

HPTC does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a 9-12 month period for the following categories of students.

<b>STUDENTS CLASSIFICATION</b>	<b>NINE MONTH</b>
INDEPENDENT-IN	\$20,574
DEPENDENT-IN	\$11,484

A breakdown of the cost of attendance is available in the Financial Aid Office. Documentation provided by and based on the Oklahoma Department of Commerce Consumer Price Index dated January 2017.

*Source: Us Department of Labor, Bureau of Labor Statistics.*

## **COST OF ATTENDANCE/BUDGET ALLOCATIONS**

A student's Pell Grant cost of attendance is calculated by factoring in the following items:

- Tuition \$2.25 per hour in-district, \$4.50 per hour out-district
- Living allowances based on the Consumer Price Index from the U.S. Department of Labor, the Bureau of Labor Statistics. Living allowances vary due to months of training and student status of either independent or dependent. Current estimated living allowances can be obtained from the Financial Aid Office.
- Books and supplies; may average \$1000.00

HPTC does not have a bookstore and most programs provides a set of textbooks for student use. HPTC has determined that information on textbooks and educational materials is "to be determined" by individual Career Option instructors

## **NET PRICE CALCULATOR**

The Net Price Calculator is available on the HPTC website at <https://hptc.edu/documents/net-price-calculator.html>. The purpose of the Net Price Calculator is to assist in "estimating" the individual net price for attending an educational institution. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. Please be advised that the calculator is for estimating purposes only. Final eligibility for aid is subject to the student completing the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>, meeting eligibility, meeting priority deadlines, and availability of funds. The results provided here should only be considered an estimate and do not guarantee the actual financial aid the student will receive. This estimate is not final; is not binding on the U.S. Secretary of Education, HPTC, or the state; and may change.

## **REFUND POLICY AND REQUIREMENTS FOR WITHDRAWAL**

It is the policy of the technology center Board of Education that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a full-time or short-term adult program or short-term multi-client classes prior to the specified time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees and other charges.

The term "withdrawal" shall mean written notification by a student of his/her intention to discontinue class attendance.

## **INSTITUTIONAL REFUND POLICY**

High Plains will abide by the following refund policy if the student officially withdraws through Student Services.

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.
2. 100% tuition if the student formally withdraws on the 1st thru the 10th day of class.

3. Once the student has completed the withdrawal process and it has been determined that the student is due a refund, a check will be processed and available within five to seven working days.
4. Nonattendance of classes does NOT constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
5. A refund request will not be approved unless all financial obligations to the technology center have been met.
6. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another High Plains Technology Center course.
7. 0% tuition refund after the 10th day of class for the enrollment period.
8. No refund is given for books and or fees.
9. Return of Title IV repayment formulas will be used for students receiving Pell Grants.

### **FULL-TIME PROGRAMS**

100% of the tuition will be refunded if the student withdraws before classes start or on the second day of class each semester. Beginning on the third day of each semester there is no refund. Nonattendance of class does not constitute an official withdrawal in order to be eligible for a refund. The withdrawing student must sign a "Request for Refund" in Student Services. The Director of Student Services will be responsible for calculating refunds that are not Title IV.

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## **ATTENDANCE**

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### **ATTENDANCE REGULATIONS & REQUIREMENTS**

Adult students qualifying for and receiving financial assistance must comply with the attendance standards required by satisfactory progress guidelines to continue receiving financial assistance. No more than 10% of the hours may be excused for each payment period. If school is cancelled due to inclement weather or any other reason, HPTC administration will notify the sending schools, K-101 radio station, post on the HPTC website and social media. Since HPTC is an extension of the high school, a student's home school activities requested by home school principal will not be considered a school absence. Notice of home school activities should be given to HPTC by the home school principal prior to the activity. HPTC attendance officer will contact the high school to verify the absence. Home bound status will be considered on an individual basis by the HPTC instructor, counselor, and home high school principal.

Students who do not maintain this minimum requirement for any reason may be denied a passing grade and/or dismissed from there program. Regular attendance is essential for good

evaluations and success in school work as well as for future employment opportunities. Attendance will represent a part of the student's final grade.

## **ABSENCES**

Absences are permanently recorded and no absence will be removed from the attendance record. Absences are recorded on a semester basis. Students are allowed a total of 8 absences per semester if they exceed this amount an incomplete for the semester will be given. Instructors will turn in their student eligibility each week so that it may be distributed to partner schools in a timely manner. All absences (except partner school activities for high school students) will be considered unexcused absences.

Absences will be recorded as follows:

1. At the third and seventh absence a letter outlining the student's attendance will be given to the parent/student
2. \*If a student receives a "no credit" due to attendance at the semester, he/she may file for an appeal and meet with the attendance committee.

Students who violate the attendance policy, may be dropped from their program. Students who are dropped from their program due to attendance may re-enroll after 18 weeks if they so choose. If a student is missing due to a medical situation, he/she may file for a leave of absence. High school students who violate the attendance policy are encouraged to have an attendance hearing to review the student's program status. Parents are required to attend this hearing if the student is under the age of 18. (Note: FERPA rights vest in students once they turn 18 and the school cannot communicate with parents unless the student has given written permission for the school to do so). Skipping Class – is defined as failing to attend school or leaving school without authorization (\*Students must check out through the office prior to leaving school other than at the end of the school day). Students who do not check out through the office prior to leaving school will be counted as an unexcused absence.

## **TARDIES**

A student is tardy if the student is not in the assigned room area (as determined by the teacher) when the bell rings. Each tardy will be recorded as no less than a 30- minute tardy, by 30- minute intervals, up to 1.5 hours Tardies in excess of 1.0 hours will be recorded as an absence (3 Tardies will equal one absence). Tardies for leaving class early will be recorded the same way. All hours of tardy, absence, and suspension will be added to the student's total absence accumulation.

Time Tardy or Left Early/Absences	Time recorded missed	Number of Tardies
1-30 minutes	30 minutes	1 Tardy
31-60 minutes	60 minutes	2 Tardies
61 minutes	3 Tardies	½ Day

## **LEAVE OF ABSENCE POLICY**

A student may request a leave of absence for medical and/or emergency situations that will affect a student's attendance for an extended period of time. The following procedures must be followed:

1. Student will request the leave of absence in writing to the HPTC counselor or administrator for day programs (found in the Student Services area). The written request must include the reason for the request and the number of days requested.
2. The counselor and/or administrator will inform the student within 24 hours if their request for a leave of absence is approved.

The following rules will apply to all leaves:

1. Only one leave of absence in a 12 month period will be approved (unless jury duty or military reasons apply as listed in #8).
2. The leave of absence cannot exceed 60 days. Days should be consecutive unless otherwise approved by the attendance committee.
3. Student taking an approved leave retains in-school status; however, tuition will not be charged for the time frame of the leave of absence.
4. A financial aid disbursement period will be extended the number of days equal to the number of days of the leave of absence.
5. If the leave of absence is medically related, the student must provide a medical release to the counselor/administrator prior to returning to class and/or on-the-job training. Re-admittance will not be allowed without a release.
6. Upon a student's return, the student will be allowed to complete course work that was started prior to the leave.
7. Students failing to return from an approved leave of absence will be dropped from their program and cannot return for 18 weeks.
8. Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

## **RETURNING STUDENT FROM A LEAVE OF ABSENCE OR A WITHDRAWAL**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

## **RETURN OF FEDERAL FINANCIAL AID**

Pell Grant funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete a payment period, High Plains Technology Center will process a "Return of Title IV Funds" calculation to determine the amount of Pell Grant funds the student earned as of the withdrawal date. Federal law specifies how a school must determine the amount of Pell Grant funds that a student earns. High Plains is an institution that takes attendance. Therefore, the withdrawal date will be the student's last date of attendance as determined by High Plains Technology Center electronic attendance records. Students who do not complete more than 60 percent of the payment period may be required to return a portion of the Pell Grant funding they received to the U.S. Department of Education. High Plains may be required to return a portion of the Pell Grant funding received to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed "Return of Title IV Funds Worksheet" is available upon request in the Financial Aid Office.

High Plains Technology Center participates only in the Title IV Federal Student Aid Pell Grant Program. High Plains has officially withdrawn from all Federal Student Loan Programs. High Plains does not participate in or provide information regarding any private education loan programs, nor do they have any Preferred Lender Lists.

## **POST WITHDRAWAL DISBURSEMENTS OF TITLE IV FUNDS**

If the Return to Title IV Funds calculation determines the student received less federal aid money than the amount earned, High Plains Technology Center will make a disbursement of the earned aid that was not disbursed if the student has met all other eligibility requirements (satisfactory academic progress and completed hours from previous pay period). Written notification will be sent no later than 30 days after the date the Financial Aid Officer determines the student withdrew. The notification will advise the student that he or she can receive a direct disbursement, identifying the type and amount of these title IV funds and explaining that the student may accept or decline some or all of those funds. Earned funds in excess of tuition and/or books will be disbursed directly to the student. The student will be advised they have 14 calendar days from the date the school sent notification to accept the disbursement. High Plains Technology Center may choose to make a post-withdrawal disbursement after the 14-day period on a case-by-case basis. Disbursements cannot be made after 180 days.

## **ADVANCED STANDING CREDIT/PRIOR CREDIT FOR ADULT STUDENTS**

Adult students enrolling at High Plains Tech who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide JST, CCAF, VMET, AARTS, SMART, CGI, and/or CCAR transcripts. The instructor will meet with the student either prior to enrollment or at the beginning of his/her career option to determine what, if any credit will be applicable to the career option at High Plains Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the career option, and the changes that may have taken place in business and industry since the training was received. After a thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within one week.

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

standing credit hours.

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

The financial Aid recipient's hours for their program/career option and their financial aid award will be adjusted accordingly by the Financial Aid Director for the Advanced Standing Credit. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours, nor will he/she receive any additional financial aid for those hours.

#### **TRANSFER STUDENTS AND DETERMINATION OF AWARD DISBURSEMENT**

A student who has received a Pell Grant from another school in the current award year is a Transfer Student. The Financial Aid Director will consult NSLDS and determine the scheduled award and disbursement. A student may receive only one federal Pell Grant award during a single award year if the eligible student is enrolled at least half-time and is in a program in which the career option leads to a certificate. The expected disbursement at the second school may have to be adjusted to avoid over-awarding a transfer student. To determine the percentage of the Scheduled Pell Award received at previous school: Divide the amount the student received at the previous school by the student's Scheduled Award at that school. Subtract this percentage from 100 percent and multiply by the Scheduled Award at HPTC. The result is the maximum amount of Pell Grant Award that the student generally may receive at HPTC. If a student transfers from one program/career option to another at HPTC, in order for that student to be considered in the same payment period, the program/career option hours that the student is transferring must be accepted toward the new program/career option.

## **POST MILITARY ADVANCED STANDING**

The High Plains Board of Education recognizes that service members acquire knowledge and skills during military duty or service. Therefore, the technology center will compare and apply academic credit for education, training, and experience received through military duty or service in the United States Armed Forces that is applicable to the selected program of study for an honorably discharged military service member who becomes a student within three years after separation from military service.

The registrar or other employee designated by the Superintendent is authorized to meet with the applicant and compare the applicant's education, training and experience with the requirements of the applicant's proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. The technology center shall utilize the Guide to the Evaluation of Educational Experiences in the Armed Services (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.

## **COLLEGE FINANCING PLAN (FORMERLY FINANCIAL AID SHOPPING SHEET)**

In Carrying Out Executive Order 13607, Principles Of Excellence For Educational Institutions Serving Service Members, Veterans, Spouses, And Family Members, HPTC Commits To Voluntarily Provide A College Financing Plan To Veterans And Service Members Who Are Considering Enrollment At HPTC To Provide A Personalized Financial Aid Offer To Help Them As Prospective Students Better Understand The Cost Of Attending School, The Type And Amount Of Aid They Have Qualified For, And An Easy Comparison Of Aid Packages Offered By Different Educational Institutions Before Making A Final Decision To Enroll

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## **ACCREDITATION, APPROVAL, & LICENSURE OF INSTITUTION & PROGRAMS**

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High Plains Technology Center is under the administration and supervision of the High Plains Technology Center Board of Education, District 24, Woodward County, and Woodward, Oklahoma. High Plains is accredited and operated in accordance with the regulations of the Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK, 74074. 405.743.5444, [www.okcareertech.org](http://www.okcareertech.org) and the Oklahoma State Department of Education, 2500 N. Lincoln Blvd., Oklahoma City, OK, 73105, 405.521.3301, [www.ok.gov/sde/](http://www.ok.gov/sde/). The Oklahoma Board of Career and Technology Education is granted the rights and authority by the United States Department of Education to approve educational institutions for federal financial aid and ensure the quality of postsecondary education institutions of instruction. With the accreditation from these agencies, patrons are ensured that High Plains programs meet established measures of quality. In addition to state and national accreditations, business and industry authorities also accredit individual programs.



Specific programs have accreditation or licensures available through the following:

The Oklahoma Board of Nursing,

2915 N. Classen, Ste. 524,

Oklahoma City, OK 73106,

Ph: 1-405-962-1800, FAX: 405-962-1821, [www.ok.gov/nursing](http://www.ok.gov/nursing).

Certifications available through specific programs are contained in their Program Information

Sheet. Sheets are available on-line or in Student Services. A copy for review of the above accreditation information is available in Student Services.

High Plains Technology Center is accredited by the following accreditation agencies: State of

- Oklahoma, State Accrediting Agency
- Oklahoma Board of Nursing

High Plains Tech is approved for Title IV aid, Vocational Rehabilitation, Oklahoma Promise (Formally OHLAP), OTAG, Physician Manpower, and Workforce Investment Act Funding.

Current or prospective students wishing to review documents described in the institution's accreditation, approval or licensing should submit a written request to do so to the Assistant Superintendent's Office. Within ten working days of submission of the request, documents will be made available to the student for inspection.

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#### COPYRIGHT INFRINGEMENT/PEER-TO-PEER FILE SHARING

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The technology center does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

#### Broadcast Programs

A "broadcast program" is any television program transmitted by a television station without charge to the general public.

Staff members may record a broadcast program for the staff member's one time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Staff members may also view a program to determine whether to purchase the program and add it to the curriculum.

The technology center will not record multiple copies of the same broadcast program for an individual staff member, and will not record broadcast programs without first receiving a request to record.

#### Exceptions

A further exception to the copyright law includes the performance or display of a work by

instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction. Reference: 17 U.S.C. §107

HPTC requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person). The copyright laws of the United States make it illegal to duplicate copyrighted materials (the work of another person) without written permission. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorneys' fees. For details see Title 17, United States Code, and Section 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, visit the website of the U.S. Copyright Office at <https://www.copyright.gov>

### **PEER-TO-PEER FILE SHARING**

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

### **Acceptable Use of File Sharing Technology**

Employees and students may choose to use file sharing/storing technology (Google Docs, Ever Note, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy. Individuals using file sharing/storing technology in connection with their association with the technology center are expressly prohibited from using technology in a malicious manner or in any way which violates this or other district policies.

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## STUDENT COMPLAINT & GRIEVANCES

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### **STUDENTS COMPLAINT TO STATE ACCREDITING AGENCY (ODCTE)**

House Concurrent Resolution 1081, passed by the 1998 Oklahoma Legislature, directs each state agency with a website to provide an online form so the public can "register comments or complaints relating to the performance of persons, business, or other entities regulated by the state agency." Comments or complaints may be submitted to Paula Bowles, Communication and Marketing Officer at [paula.bowles@careertech.ok.gov](mailto:paula.bowles@careertech.ok.gov) you may also submit a downloadable

form at [www.okcareertech.org/about/state-agency/policies/comments-orcomplaints-policy](http://www.okcareertech.org/about/state-agency/policies/comments-orcomplaints-policy)

## **COMPLAINTS & GRIEVANCES**

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

**Complaint:** A written or verbal complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

**Grievant:** Any person enrolled in or employed by the technology center or a parent/guardian of a minor student, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a minor student's complaint would be.

**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the technology center's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

**Coordinator(s)**: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties. The designated coordinator is the Counselor:

ATT: Director of Student Services/counselor  
Amber Riley  
High Plains Technology Center  
580-571-6183  
3921 34<sup>th</sup> Street  
Woodward, OK 73801

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Director of Student Activities  
Don Gaines  
High Plains Technology Center  
580-571-6128  
3921 34<sup>th</sup> Street  
Woodward, OK 73801

### **Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a written or verbal complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the district's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance/rejection of the Grievant's requested action; and outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts

and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents/guardians of minors, and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred). If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, and review of party statements). If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

The Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the

Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education. The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

**Duty of District Employees to Report Alleged Discrimination:** District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Corrective Action:** After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a secondary student, expulsion of an adult student, and education, training, counseling, transfer, suspension and/or termination of an employee.

**Retaliation:** The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Notice:** The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each to which employees or students are assigned.

**Outside Assistance:** Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106

(816) 268-0550  
(816) 268-0599 (Fax)  
(877) 521-2172 (TTY)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)



## **DRUG REPORTING & TESTING**

### **Illegal and Illicit Drugs and Alcohol**

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

"Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

"Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center's policy on student behavior. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

### **Necessary Medications**

Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school's policy on the administration of medicine to students. Minor students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students. Violations of this rule will be reported to a minor student's parents and may result in discipline which can include suspension.

### **Distribution of Information**

Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the Director of Student Services.

## **REPORTING STUDENT SUBSTANCE ASBUSE**

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by instructors in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to an instructor that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the instructor will report the matter to the Director of Student Services, who will make a written report to the Superintendent. Whenever possible, the instructor should attempt to obtain a corroborative observation from another instructor or administrator.

The Director of Student Services' report will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the instructor concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The Director of Student Services or other appropriate administrator will immediately notify the Assistant Superintendent or designee as well as the student's parent or legal guardian if the student is a minor. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing. The Director of Student Services will also contact law enforcement if the situation warrants action.

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## **HIGH PLAINS TECHNOLOGY CENTER TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL & ILLEGAL CHEMICAL SUBSTANCES**

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The High Plains Technology Center Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on technology center property, at a school sponsored event, in technology center vehicles, or going to or from a technology center sponsored event hereby adopts the following policy.

### **STATEMENT OF PURPOSE & INTENT**

The safety of students and employees of the technology center is of paramount concern to the Board. Students who are under the influence of alcohol or an illegal chemical substance when the student is on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a technology center sponsored event, in technology center vehicles, or going to or from a sponsored event. This policy will apply to all students of the technology center.

Violations of this policy will subject the student to disciplinary action, including out of school suspension from classes for secondary students and removal from school with no possibility for readmission for adult students.

### **Definitions**

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for include but are not limited to: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes "low-point" beer.

"Under the influence" means any student of the technology center who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"Technology center" means any property owned, leased or rented by the technology center, including but not limited to buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as:
  - a. The physical symptoms or manifestations of being under the influence of alcohol or a drug while on technology center property, at a school sponsored event, in school vehicles, or going to or from a technology center sponsored event.
  - b. The direct observation of alcohol or drug use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event.
2. A report of drug or alcohol use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event, provided by reliable and credible sources.
3. Evidence that a student has tampered with an alcohol or drug test.
4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event.

#### **PROCEDURES FOR ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE TESTING**

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a technology center site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree practical and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not

observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including suspension from classes.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use a technique involving a scientifically accepted method of confirmation with equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

4. Upon written request, the student, or parent in the instance of high school students, will be furnished with a copy of all test results (at no charge) performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the technology center under this policy shall be at technology center expense.

5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles or going to or from a technology center sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's laboratory which performed the tests in determining whether the positive test result was produced by other than use of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

#### **STUDENT ALCOHOL & DRUG USE TESTS - WHEN REQUIRED**

1. Any student whose behavior while on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the technology center from disciplining any student in the absence of an alcohol or drug use test of the student.

2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from classes, or in the case of adult students, removal from school without the possibility of readmission, to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

#### **STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE**

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including suspension from classes to the same extent as if the student tested positive for the presence of alcohol and illegal chemical substances.

#### **PERSONS AUTHORIZED TO ORDER ALCOHOL OR DRUG TESTING**

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The Superintendent
2. Any employee designated for such purposes by the Superintendent or the Board of Education.

## **OUT OF SCHOOL SUSPENSION DUE PROCESS PROCEDURES**

Any student who is subject to an out of school suspension, or in the case of adult students, removal from the technology center, for the violation of this policy shall be afforded appropriate due process procedures allowed by the technology center's policy on student behavior.

## **USE OF TOBACCO PRODUCTS**

The Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The Board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the Board shall discourage the use of tobacco products by its staff and students.

### ***Tobacco on Campus***

Smoking and the use of tobacco products in any form is prohibited except in designated smoking area. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

**"Smoking"** means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

**"Tobacco products"** includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product. At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

### **Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

### **Students**

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students.

### **Staff**

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

### **Citizens**

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from using these products on technology center property. If the individual fails to comply with the request, his or her violation of policy may be referred to the Director of Student Services or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave technology center property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering technology center property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

### **DRUG & ALCOHOL FREE PREVENTION PROGRAM**

As set forth in local, state, and federal laws, and the rules and regulations of High Plains Technology Center, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other properties owned and/or controlled by High Plains Technology Center is prohibited.

In order to maintain a healthy educational and working environment, and to comply with the requirements of the DrugFree Workplace Act of 1988 for purposes of receiving federal assistance, the High Plains Technology Center Board of Education adopts the following policies and regulations:

- Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the technology center's facilities, on technology center property (including vehicles), or at a technology center sponsored



function or event by an employee or student is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment for employees and out of school suspension or removal from school for students. Violations which constitute criminal acts will be referred for prosecution.

- Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a technology center administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a technology center workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal, or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.

### **HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE & ALCOHOL ABUSE**

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25,000 die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

**Alcohol** - Short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

**Amphetamines/Stimulants** - (speed, uppers, crank, caffeine, etc.) Speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

**Anabolic Steroids** - Seriously affect the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

**Barbiturates/Depressants** - (Downers, Quaaludes, Valium, etc.) Slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reaction, confusion, and distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

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

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

**Cannabis** - (Marijuana, hashish, hash, etc.) Impairs short-term memory, comprehension, concentration, coordination and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled and held in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** - (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco/Nicotine** - some 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers. Further information concerning health risks may be found in the Director of Student Services' office.

## **LEGAL SANCTIONS**

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

Federal law provides severe penalties for distributing, dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any prior convictions and whether death or previous injury resulted from use of the drug in question all affect the sentence.

The first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five years in prison and not more than 20 years, a fine of \$250,000, or both.

Intent to consume 3.2 beer by someone under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years of age in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100, or both. There are also state laws concerning driving under the Influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstance, you may be convicted of a felony or misdemeanor for such an offense. Most likely you will also forfeit your driving privileges in the event you are convicted of such an offense.

### **DISCIPLINARY SANCTIONS**

**STUDENTS** – Any students found to be in possession of dangerous weapons or controlled dangerous substances will be subject to disciplinary action which may include out of school suspension or removal from school.

**EMPLOYEES** – An employee who violates the terms of the Drug & Alcohol Free Workplace Policy may be subject to dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

### **COUNSELING, TREATMENT & REHABILITATION**

High Plains Technology Center provides referral and support services for students and employees. A list of additional programs, their location and phone number is maintained in the offices of the Director of Student Services. Seeking help from being referred to or from these services is confidential, and will not alone result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free hotline numbers may be of use to someone needing help or advice:

- National Institution of Drug Abuse Information and Referral Line 1.800.662.HELP, 8:30am-4:30pm
- National Council of Alcoholism 1.800.622.2255, 7 Days A Week, 24 Hours A Day
- Workplace Helpline, <https://www.samhsa.gov/workplace/resources/drug-free-helpline> 1-800-967-5752
- National Drug Abuse Hotline, 1-800-241-9746
- Cocaine Helpline, 1-800-COCAINE
- Careunit Hospital Program - St. Anthony Hospital, 1000 N. Lee Ave., Oklahoma City, 1-800-854-0318
- Reach-Out-Hotline (Mental Health & Substance Abuse Services), 1-800-522-9054
- CyberBully Hotline: <https://www.cyberbullyhotline.com/>
- Teenline: 1-800-852-TEEN (8336) Text "Teen" to 839863
- Youth and Family Services: 580-237-5992

- National Suicide Prevention Lifeline: 1-800-273-TALD (8255) - [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- National Domestic Violence Hotline: 1-800-799-7233
- YWCA Crisis Center: 580-234-7644
- National Sexual Assault Hotline: 1-800-656-4673
- Oklahoma's SAFE-CALL Helpline: 1-877-723-3225, ext.651

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## VACCINATION REQUIREMENTS

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### **VACCINATIONS/IMMUNIZATIONS**

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. HPTC is not the monitoring facility for immunization records. All adult health students must provide immunization records to meet the clinical facilities guidelines.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department. Woodward County Health Department 580-256-6416.

### **VACCINATION POLICY FOR PRACTICAL NURSING STUDENTS**

High Plains Technology Center has additional vaccination regulations for Practical Nursing students. Those students must provide:

1. Hep B-3 shot series-Must at least be initiated with proof of initiation and/or completion. If you cannot produce a shot record, you must get a titer.
2. Tdap-must show proof per shot record, no expiration
3. MMR-must show proof per shot record, no expiration
4. Flu-have proof of shot. If student refuses for any reason must wear a mask during the flu season if the student is within 3 feet of client. Flu shots should be available around October or November.
5. TB-must have shot record that proves coverage for the school year. If a student refuses for any reason the student must get a chest x-ray and have proof of clear x-ray.

### **EMERGENCY OPERATIONS PLAN**

It is the policy of the Board of Education to have and maintain an Emergency Response Plan that will consist of an Incident Management Team that will advise and assist the administration, staff, students, guest and Local, State and Federal Agencies in the event of potential or actual Emergency. This plan is necessary to minimize the danger to students, employees, and visitors; to help protect property; and to help in the efficient return to normal operations. Although this plan establishes a general framework of action that should be followed when possible, the exact nature of the situation may necessitate response differing from that contained in the Emergency Operations Plan. Response actions may also differ in conjunction with city, state or federal emergency response plan implementation. Where applicable, the Incident Management Team will work closely with community agencies and groups to develop coordinated responses to mutual concerns. This plan will be reviewed and updated annually by the Superintendent and /or his designee (s), and, as necessary, if regulations are revised, if the plan functions less than well during an emergency, if the emergency equipment listed is altered. In-service training, practice drills, and table-top discussions are scheduled throughout the year as required by state and federal laws to ensure students and staff are prepared in the event a crisis occurs at HPTC.

HPTC utilizes **BLACKBOARD**; a telephone broadcast system that enables school personnel to notify all student/parent households by phone within minutes of an emergency or unplanned event. The service will call all phone numbers in our designated contact list and deliver a recorded message from a school administrator. The service will deliver the message to both life answer and answering machines. Accurate and current contact numbers are required and this information is obtained from student at the beginning of enrollment. All information and contact numbers are strictly secured and confidential and are only used for the purposes described in the Blackboard Policy.

HPTC designated persons will test the ERAEP annually and document the information concerning a description of the exercise, i.e. date, time and if announced or not announced. This documentation will be kept in the Student Services Area.

### **EMERGENCY ALARMS**

High Plains Technology Center has a system of alarms that will be used in case of fire, severe weather activity, or other emergencies. This alarm system will be sounded and explained to the students during the initial portion of the school year. Emergency drills will also be practiced periodically during the school year. Students are to follow the instructions given by their instructors. State law requires that the first fire drill of each semester will be practiced within the first fifteen days of school. The second drill must follow any time after thirty days of the school session. In addition, state law requires a minimum of two tornado drills per year and at

least one lockdown drill per semester. Blackboard is used in emergency situations to contact staff, students, parents, and community officials.

### **STATEMENT ON LAW ENFORCEMENT**

HPTC depends on local or county law enforcement services for its. These officers help provide a safe environment for students, staff, and visitors. HPTC has an agreement with law enforcement for officers to perform a variety of tasks, which include providing investigation of criminal activity, apprehension of criminals, accident and fire response.

HPTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

HPTC encourages all persons to report criminal or suspicious activity to a HPTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

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### **CAMPUS SAFETY & SECURITY REPORT**

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In conjunction with the Higher Education Act Section 485(f) Jeanne Clery Disclosure of Security Policy and Crime Statistics Act (Clery Act), HPTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on, a victim or witness should report it immediately to the Assistant Superintendent's Office located in Student Services.

The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual. HPTC provides timely warning to the community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. Timely warnings may come in the form of a call from the school's automated call system, a text message, an announcement on the intercom, or a personal visit to the employees' offices and to the classrooms.

## **STATEMENT CONCERNING SECURITY OF FACILITIES**

HPTC understands its mission in providing education to its students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

- There are scheduled times for all building lockups. HPTC maintenance staff performs these duties.
- Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- HPTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

## **STATEMENT OF PROGRAMS & SECURITY PROCEDURES & PRACTICES**

The Security Report is available to all HPTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the HPTC Safety and Security Annual Report to the Community Handbook. A copy of all handbooks are available in the Student Services, Counselor's Office, and Financial Aid Office. In addition to being informed about Security during orientation and with periodical updates, by October 1st of each year, High Plains Technology Center publishes and distributes an annual Security Report to all enrolled students and current employees. A paper copy of the report is available upon request

in the Financial Aid Office. A summary of the report may be viewed in this handbook, on our website at <https://hptc.edu/student-information/student-handbook> and a complete copy of the report may be viewed at <http://ope.ed.gov/security>. HPTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

### STATISTICAL INFORMATION

Prior to October 1st of each year, the technology center will disseminate a crime report to all current students and employees via e-mail when available or by individual paper copy as well as by posting on the technology's centers website after individually notifying employees and students of the availability of the report. The report will comply with all aspects of the Clery ACT. The district will maintain all statistical data on a Clery Act crimes for seven (7) years.

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/ Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenders – Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenders – Non Forcible	0	0	2
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>VAWA</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests/Disciplinary Actions</b>			
Weapons	0	0	0
Drug Abuse Violation	2	0	3
Liquor Law Violation	4	0	0
Unfounded Crimes	0	0	0
<b>Hate Crimes Criminal Offenses</b>			
Murder/ Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0



Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

**Statistics for HPTC – WOODWARD**

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CAMPUS SAFETY & THE JEANNE CLERY ACT

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The technology center has taken steps toward improving the safety and well-being of students, employees and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on it's, or off if such conduct impacts the education environment.

**Bullying, Harassment, Intimidation and Retaliation**

These forms of misconduct will be investigated and responded to under the technology center's policies and procedures related to such misconduct. Copies of these policies and procedures are available at each in the office of the Director of Student Services.

**Criminal Activity and Sex Offenses**

Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

**Reporting Criminal Activity and Sex Offenses**

Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to the assistant Superintendent or local law enforcement (911). This will increase safety and allow for critical evidence to be preserved. Any member of the technology center's administrative team will help students report sex offenses to law enforcement upon the student's request.

Sex offenses should also be promptly reported to the technology center's Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

Title IX Coordinator  
High Plains Technology Center  
3921 34<sup>th</sup> Street  
Woodward, OK 73801  
580-571-6183

### **Investigations**

All criminal activity and sex offenses alleged to have occurred on, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered.

### **Disciplinary Procedures and Consequences**

Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation.

Any student or employee who is determined to have committed a sex offense or other crime on will face severe disciplinary consequences, up to and including termination for employees and expulsion for students. A full statement of the technology center's disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement.

### **Supportive Services for Victims of Sex Offenses**

Any individual who is the victim of a an on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success.

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) Pub. L. No. 113-4, 127 Stat. 54 and**

**CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (Campus SaVE Act) Pub. L. No. 113-4, § 304, 127 Stat. 89**

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

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

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

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

and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

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

### **Sex Offender Registry**

Oklahoma Title 57, Sections 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statutes, require the Department of Corrections to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses. Information provided by the State concerning registered sex offenders may be obtained through <https://sors.doc.state.ok.us/svor/f?p=119:1> or by calling (405)425-2607.

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## STUDENT FINANCIAL ASSISTANCE

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### **ASSISTANCE AVAILABLE FROM FEDERAL, STATE, LOCAL, & INSTITUTIONAL PROGRAMS**

Financial Aid is available to students who qualify for Federal Pell Grants and Oklahoma Tuition Aid Grants in addition to scholarships and tuition waivers. For complete information on all aid offered at High Plains, please contact the financial aid office, the Financial Assistance Options section in this Student Handbook or online at <https://hptc.edu/student-information/student-handbook>. Any student needing financial assistance to attend High Plains Technology Center is encouraged to call 580-571-6177, between the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

The following programs of assistance are available at High Plains Technology Center:

#### Need Based Aid

- Federal Pell Grant
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma Promise
- Workforce Innovation and Opportunity Act (WIOA)

#### Non Need Based Aid

- Tribal Agency Grants/Bureau of Indian Affairs
- Otha Grimes Scholarship
- Vocational Rehabilitation
- High Plains 13/14 Year Scholarship /Next step Tuition Waiver
- Physician Manpower Training Commission
- Veterans Tuition Waiver (1050)

- Evie Matthews (PN) Scholarship
- Ted Kyle (PN) Scholarship

High Plains does not participate in the Federal Direct Student Loan Program or the Federal Family Education Loan Program and does not participate in or provide information regarding any private education loan programs nor has any preferred lender lists.

High Plains does not participate in the GI Bill.

## **RIGHTS & RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS**

### **Right-to-Know**

- Institution's annual campus security report
- Financial aid information
- Institution information
- Student completion, graduation, placement, retention
- Information about student's rights under the Family Education Rights and Privacy Act (FERPA)
- Drug and alcohol policies and programs available
- Copyright Infringement Policy
- Textbook Information
- Constitution Day
- Net-Price Calculator

### **Responsibilities**

- Use of financial aid fund for school related expenses
- Report all outside aid to the financial aid office
- Maintain satisfactory academic progress (SAP)
- Report changes in enrollment to student services and financial aid offices
- Notify the financial aid office before withdrawing
- Ask questions if student doesn't understand the financial aid process
- Complete the required paperwork requested to the financial aid office

## **FEDERAL PELL GRANT (TITLE IV FEDERAL STUDENT AID)**

The Federal Pell Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Federal Pell grant awards are based on family size, income and assets of the student and family and on the actual number of clock hours attended by the student. A Federal Pell Grant is an award to help

undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a Bachelor's degree.

### **FEDERAL PELL GRANT ELIGIBILITY**

- Be enrolled as a regular student in an eligible program, working toward a certificate and attending at least part-time each week.
- Be a U.S. citizen or an eligible non-citizen with a valid social security number except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- Demonstrate financial need as determined by the U.S. Department of Education upon FAFSA completion.
- Have a high school diploma, GED, or home school equivalency, but not a bachelor's degree.
- Be registered with the Selective Service (males only, 18 - 25 years of age).
- Not have a disqualifying drug conviction (contact Financial Aid Office for more information).
- Has not exceeded 600% of the Lifetime Eligibility Used of PELL.
- Is making Satisfactory Academic Progress.
- Provides all required verification documents.
- Must sign the certification statement on the FAFSA stating:
  - ✓ Applicant is not in default on a federal student loan and does not owe money on a federal student grant.
  - ✓ Applicant will use federal student aid only for educational purposes.
  - ✓ Applicant will not receive a Federal Pell Grant from more than one educational institution for the same period of time.

To be eligible for a Federal Pell Grant, a student must have an eligible EFC (Expected Family Contribution). This number is an index of the student's ability to contribute to the cost of education. Thus, the neediest students will have an EFC of 0 and may be eligible for the maximum award if their cost is high enough. As the EFC increases, the amount of the award decreases and, after a certain point, the award becomes 0. The Federal Government sets the EFC cutoff point annually. The EFC is printed on the Student Aid Report (SAR/ISIR) which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The EFC is computed by the Central Processing System and is based on the information reported by the student on the financial aid application. The method of computation is applied to all students uniformly.

### **CRITERIA FOR DETERMINING STUDENT'S PELL GRANT AWARD**

- Student's expected family contribution (EFC) as determined by the U.S. Department of Education using a standard formula to evaluate financial information reported on the Free Application for Federal Student Aid (FAFSA)

- School's cost of attendance
- Student's enrollment status (full-time or part-time)
- Length of program and length of time student is enrolled

#### PELL GRANT APPLICATION PROCEDURES

Students must complete a Free Application for Federal Student Aid (FAFSA) application online at [fafsa.gov](https://fafsa.gov). Identify High Plains as a school choice. HPTC federal code is 016118. All adult and graduating high school students are encouraged to apply. Recipients must reapply each year. Assistance in completing the FAFSA is available from the Financial Aid Office.

Students may qualify for the Federal Pell Grant (apply as early as October 1) and the Oklahoma Tuition Aid Grant (apply as early as October 1 for best consideration).

After completion and submission of the application, applicants will receive a Student Aid Report (SAR). This report gives a summary of application information and the determination of the eligibility index. Students are required to submit a valid SAR while enrolled at High Plains to be eligible for federal student aid. Students should review all the information on the SAR. If any changes are necessary, the student should submit the corrections electronically.

#### VERIFICATION POLICY

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified in writing of the documents they need to submit to the Financial Aid Office. All student financial aid records are confidential. The following may be required:

- Proof of all income reported on the FAFSA [IRS Tax Return Transcript(s), and W 2(s) or non-filer form]
- Completed and appropriately signed (independent or dependent) verification worksheet
- Proof of high school completion status, GED, home school transcript
- Valid government issued photo I.D.
- Proof of marital status
- Other documentation may be required to verify discrepancies

Failure to comply with verification requirements may result in forfeiture of aid. Verification materials should be submitted to the financial aid office within 10 days of student notification.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U. S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally.

After meeting the basic eligibility criteria and verification requirements, the grant is determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

### **AWARD NOTIFICATION**

When all required documentation is received and the student's file is complete, the Pell Grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice in writing containing the amount of the Pell Grant, along with the disbursement procedures. Satisfactory Academic Progress and Return of Title IV Funds policies are described in student disbursement procedures letters and located in this Student Handbook and the Consumer Information Guide. Additional copies of these policies are also available upon request to the Financial Aid Office.

### **AWARD YEAR/ACADEMIC YEAR**

Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 1<sup>st</sup> of one year and extends to June 30<sup>th</sup> of the next year. An academic year at HPTC is one in which a student completes a minimum of 26 weeks and 900 hours of instruction. For Pell Grant payments to students, an academic year of 900 hours/26 weeks (with a payment period of 450 hours/13 weeks) is applicable to Programs that are 1050 hours or greater. For programs that are less than 900 hours, the payment period is one half of the total hours and one half of the total weeks of the Program.

### **METHOD & FREQUENCY OF DISBURSEMENT**

Payment is by check from High Plains Technology Center. There are one or two payment periods per school year, dependent upon student's enrollment status.

- a. Students will receive their first disbursement approximately six(6) to eight(8) weeks following their entry date. High Plains Technology Center. The remaining disbursements will be made upon satisfactory completion of designated clock hours and attendance following the beginning date of the second pay period. Upon satisfactory completion of designated clock hours, attendance and weeks of the student's first payment period, the student will be eligible for further disbursements. The disbursement will be made approximately four (4) to six (6) weeks following the beginning of the student's second payment period. High Plains Technology Center could have multiple disbursements in a payment period.

Aid will be disbursed by check from the Business office and then given to the Administrative Assistant of Student Services one or two times per academic year approximately six to eight weeks following their entry date. The remaining disbursement will be made after completion of designated clock hours and weeks. If the student is delayed in applying for aid, the student will receive the first disbursement as soon as required documentation is provided and the Financial Aid Administrator processes the aid. Each student will receive a notification letter with specifics of amounts and approximate dates of payment.



- b. Disbursements will be made by High Plains Technology Center to students in the following manner. The eligible disbursement amount less tuition, fees, books and supplies charged to the student's account will be disbursed, payable to the student through the Business Office.

- c. Pell eligible students may purchase books and supplies through the school's business office to be paid by credit of the Pell grant upon student's written authorization. Students may rescind this authorization for charges at any time with a written and signed request. High Plains Technology Center does not rent books and/or supplies to students
- d. Funds will be requested for students as needed for disbursement. Disbursements cannot be made until funds have been received at the bank and deposited into the Federal Pell Grant account. Students must sign for their disbursement and show a photo ID.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID**

To be eligible for a financial aid, students must be in good standing according to High Plains Requirements for Continuing Enrollment and Student Eligibility and must make satisfactory academic progress (SAP) based on qualitative (GPA) and quantitative (completion rate/maximum timeframe) standards. Students are expected to be continually aware of their progress. Progress will be reviewed at the end of each payment period. All enrollment periods will be reviewed, including those for which financial aid was not requested.

#### **Grade Point Average (GPA)**

All students must maintain a cumulative academic average of "C" (defined as 70%- 79%) for all programs with the exception of the Nursing Program which defines a "C" as 80% -86% on all required course work.

#### **Attendance**

Students are held responsible for regular and punctual attendance. Students must be in attendance 90% of the program. For example, a student scheduled to complete a 900 hour program must be present for a total of 810 hours of the entire program

#### **Completion Rate**

Students must successful complete at least 75% of attempted hours per payment period. Example: 337.50 hours of coursework/450 hour payment period.

#### **Maximum Timeframe**

All students must complete the program within (1.33 times or 133%) of the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hour attempted.

An approved Leave of Absence (LOA) will extend the student's maximum time frame as well as the student's contract period by the number. Students requiring more time to complete the program have a maximum time frame of 133% of the normal length of the program to complete with the exception of those students who have been placed on ADA (American with Disabilities Act) 504 plans. High Plains works with these students for a longer period of time based on the estimated completion date established in the student's individual plan of study.

\*It is also important to note that in order for a student to be eligible for a next or subsequent payment under 34 CFR 668.4, the institution must determine that the student has successfully completed both the clock hours and the instructional curriculum hours required for that period.

SAP will be evaluated at the point when the student's scheduled clock hours and weeks of instruction for the payment period have elapsed. The instructor will complete student progress reports, which are submitted to the Financial Aid Office, so eligibility can be determined for subsequent payment periods.

Course incompletes and withdrawals do not affect GPA. If a student repeats a course, the GPA can be affected; the highest grade may be used in calculating the GPA. However, course incompletes, withdrawals, and repetitions all affect a student's pace of completion. The total number of hours it takes a student to complete a course will be used as their attempted hours.

A student who withdraws from a program and reenters the same program after 180 days will be treated the same as a transfer student. The program hours will be reduced by the number of hours for which the student received credit. Therefore, the hours for which the student receives credit count as attempted and completed.

#### **MONITORING PROCESS AND PROGRESS REPORTS**

SAP is monitored at the point when the student's scheduled clock hours and weeks for the payment period have elapsed (regardless of whether the student attended all of them), using progress reports issued by the Financial Aid Director to the student's instructor. For example, a full time student enrolled in a 600 hour/23 week career option will have a progress report upon completion of the first 300 hours and 11.5 weeks. The second progress report will be made upon completion of the last 300 hours and 11.5 weeks in that career option. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The aid director attaches the student's attendance from a printed report obtained from the student accounting system to the progress report. The progress reports are filled out by the instructor indicating the student's cumulative grade, verifying the student's attendance, and the student's completion of at least 75% of the program's/career option's learning objectives. The instructor then gives the progress report to the Financial Aid Director and she determines if the student is meeting SAP standards for that payment period. Additionally, the student must successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period before receiving the next scheduled Pell grant disbursement.

#### **UNSATISFACTORY ACADEMIC PROGRESS**

Any student who does not meet the preceding SAP criteria is determined to have unsatisfactory academic progress and is not eligible to receive a Pell disbursement for his or her subsequent

payment period following the period of unsatisfactory academic progress, unless the student has appealed and has been placed on financial aid probation.

High Plains provides notification to students of the results of an evaluation that impacts the student's eligibility for their Pell Grant disbursement. The student is also advised he or she has a right to appeal.

Financial aid probation status is assigned by High Plains to a student who fails to make SAP at the end of a payment period, has appealed the determination by High Plains they are not making SAP, and has had their appeal granted.

A student on financial aid probation may receive their Pell disbursement for one payment period. High Plains may require a student on financial aid probation to fulfill specific terms and

conditions determined in an academic plan. At the end of one payment period on financial aid probation, the student must meet SAP standards or meet the requirements of the academic plan developed by High Plains to qualify for further Pell disbursements.

### **APPEAL PROCESS**

High Plains Technology Center permits a student to appeal a determination by the school that he or she is not making SAP. Students who are denied aid on the grounds of unsatisfactory progress have the right to appeal the denial of aid. To appeal, a student must file a written request to the Appeal Review Committee within 7 business days of the date of the written notification by the Financial Aid Director of the loss of Title IV aid due to unsatisfactory progress.

The student must describe any unusual or mitigating circumstance which contributed to the unsatisfactory progress status and denial of aid and believes deserves special consideration. Mitigating circumstances may include, but are not limited to, serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Appeal Review Committee. The student must provide information as to why the circumstance interfered in making SAP and what has changed that will allow them to make SAP by the next evaluation point. The student should provide as much documentation to substantiate and support their appeal such as a letter from a doctor or hospital admission forms, etc.

Once the Appeal Review Committee receives the appeal, they will evaluate the appeal and provide a written decision within ten (10) business days. The student will either be denied their appeal or the appeal will be granted and aid reinstated. All decisions of the Appeal Review Committee are final.

If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV eligibility for aid reinstated for one payment period. The student must meet the school's SAP standards or meet the requirements of the academic development plan in order to qualify for additional Title IV aid. Appeals are limited to one appeal per award year.

### **ACADEMIC PLAN REQUIREMENTS**

Requirements below are to be attained for the payment period the student was placed on financial aid warning/probation.

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic
- Progress by the next payment period.
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).

- The academic improvement plan will be monitored by the School Director and Director of Nursing, as applicable.
- The school will notify the student each month on their academic improvement status during a monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.

Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

### **RE-ESTABLISHING ELIGIBILITY**

At the end of the payment period following the period of unsatisfactory academic progress, the student must meet SAP standards or meet the requirements of his or her academic plan for regaining Pell Grant eligibility.

### **RETURN OF TITLE IV FUNDS (PELL GRANT)**

A “Return of Title IV Funds” calculation will be processed for all students receiving Pell grant funding who withdraw, drop or fail to complete a payment period. The calculation is based on the actual percentage of the payment period the student completed. The withdrawal date will be the student’s last date of attendance as determined by High Plains Technology center attendance records.

Students who do not complete more than 60 percent of the payment period may be required to return a portion of the Pell Grant funding they received to the U.S. Department of Education. High Plains may be required to return a portion of the Pell Grant funding received to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed “Return of Title IV Funds Worksheet” is available upon request in the Financial Aid Office. Students who are withdrawing from school must complete a withdrawal form in the Student Services Office.

### **STUDENT COMPLETION/GRADUATION RATES, RETENTION RATES, AND PLACEMENT RATES**

HPTC reports enrollment, completion/graduation rates, job placement, retention rates, and diversity information every year to the National Center for Education Statistics through the Integrated Postsecondary Education Data System (IPEDS). Current and prospective students can view our institutional information along with the completion/graduation and retention rates of first-time, full-time certificate-seeking students on the College Navigator website at <https://nces.ed.gov/collegenavigator>. Copies of the information and detailed calculations can be obtained in the Financial Aid Office upon request, as well as online at:

HPTC’s profile from the Oklahoma Department of Career and Technology Education is available at: <https://www.okcareertech.org/about/careertech-system/interactive-data/tech-center-profiles>

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## ADDITIONAL FINANCIAL ASSISTANCE AVAILABLE

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### **OKLAHOMA TUITION AID GRANT ( OTAG )**

The Oklahoma Tuition Aid Grant is a Student State Incentive Grant administered by the Oklahoma State Regents for Higher Education (OSRHE). Students may apply for OTAG consideration by completing the FAFSA at [www.fafsa.gov](http://www.fafsa.gov).

Is a legal resident of Oklahoma as determined by the Oklahoma State Regents of Higher Education(OSRHE)

#### **Eligibility requirements include:**

- Meet all Pell Grant eligibility requirement
- Attend an approved Oklahoma post-secondary institution
- Demonstrate financial need as determined by the OSRHE
- Submit FAFSA by the FAFSA Oklahoma deadline (as soon as possible after October 1 for best consideration)
- Maintain the same requirements for continued eligibility and SAP as for the Pell Grant
- Requirements to re-establish eligibility are the same as for the Pell Grant

Eligible applicants are funded on a first-come, first-served basis. It is important to apply as soon as possible, as OTAG receives more eligible applications than can be awarded with available funds. The OSRHE determines eligible students. OTAG funds are credited to a student's account, and if there is a credit balance, a check is disbursed to the student. Disbursements are usually completed once in the fall and once in the spring. The awards are calculated on a student's enrollment based on the student's Title IV eligibility.

## **OKLAHOMA PROMISE**

This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade. Student eligibility is determined by the OSRHE and is dependent upon enrollment in a High Plains program that qualifies for federal financial aid. Students will be required to file a FAFSA for the award year of their first year of attending a post-secondary education institution which will provide the required second income verification.

Oklahoma Promise awards are calculated based on the Oklahoma Promise guidelines. Awards are usually disbursed once in the fall and once in the spring. Criteria for continued eligibility and re-establishing eligibility along with SAP standards for this program are the same as for the Pell Grant. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

WIOA is a federal program providing financial aid, employment information, job search support, training, and educational programs to applicants that meet economic, employment, and geographical guidelines as determined by a WIOA counselor. Assistance, along with method and frequency of benefit could vary with each student dependent upon his/her needs. Criteria for continued eligibility and reestablishing eligibility along with SAP standards for this program are administered by WIOA office. For more information or to apply, contact the local Workforce Oklahoma office 1117 11th St, Woodward, OK 73801, (580) 256-3308.



## **TRIBAL AGENCY GRANTS/BUREAU OF INDIAN AFFAIRS**

The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance could vary with each student dependent upon his/her needs. Students who are listed on a tribal roll and believe they may qualify should contact their Tribal Agency Educational Office for application information. Criteria for continued eligibility, re- establishing eligibility, method and frequency of benefit, along with SAP standards for this program are administered by the student's Tribal Agency Educational Office. For additional information students, should contact their tribal agency.

### **OTHA GRIMES SCHOLARSHIP**

This scholarship is administered by the Oklahoma Foundation for Career and Technology Education (ODCTE) Foundation and offered to adult students enrolled in High Plains Technology Center semester-type programs. Scholarships are to be used for school-related expenses and are usually offered twice a year (fall and spring) dependent upon availability of funds. Scholarship applications and guidelines are available online at [hptc.edu/student-information/financial-aid](http://hptc.edu/student-information/financial-aid) Applications must be submitted to High Plains Financial Aid officer by application deadlines.

Students must be in good standing (the student is performing well enough according to the institution in terms of conduct, grades, and attendance). This scholarship is targeted to students who show a financial hardship. Award amounts are determined by the Oklahoma Foundation for Career and Technology Education. Upon receipt of scholarship funds, awards will be disbursed through the Business Office in the Student Services area. Receipts may be required for school-related expenses. Students are eligible for this scholarship more than once, but an application must be completed each semester.

### **VOCATIONAL REHABILITATION**

Vocational Rehabilitation assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. Eligibility, application, and funding are determined by the Oklahoma Department of Rehabilitation Services (ODRS). Educational benefit, criteria for continued eligibility and re-establishing eligibility, and SAP standards for this benefit are administered by the Oklahoma Department of Rehabilitation. For more information and to apply, contact a local Vocational Rehabilitation Counselor at (580)-256-6738.

### **NEXT STEP TUITION WAIVER**

High school graduates from HPTC sending schools who live in the district can receive 1050 hours tuition-free hours. The tuition waiver is available for four years immediately following the students high school graduation. In addition to graduating from a HPTC sending school, the student must not have previously completed their 1050 hours of tuition free training while in high school. All students who meet the eligibility requirements are eligible.

High Plains Technology Center is offering a student tuition fee waiver award to assist adult students in accessing or completing a career and technology education career major. Scholarship awards must be used to assist with the cost of tuition only. Scholarship amounts will vary depending on funds available. Application process necessary.

## **PHYSICIAN MANPOWER TRAINING COMMISSION**

Sponsored by the State of Oklahoma through PMTC the Nursing Student Program provides assistance to Oklahoma nursing students pursuing LPN, ADN, BSN, or MSN degrees and who are interested in practicing nursing in Oklahoma communities, with emphasis placed on rural communities.

From its inception, over 6,500 nursing students have received scholarship awards. For more information or to apply go to their website at <http://pmtc.ok.gov/nurses>

## **VETERANS AFFAIRS TUITION WAIVER**

High Plains Technology Center offers a tuition waiver (1050 Hours) to any veteran enrolling in our school in the daytime programs that are Pell-eligible. The veteran must produce proof of service and have obtained an honorable discharge by providing the form DD214.

*The student should contact Michelle Ketcherside in the Financial Aid Office for additional information. 580-571-6177 or [mketcherside@hptc.edu](mailto:mketcherside@hptc.edu)*

## **EVIE MATTHEWS (PN) SCHOLARSHIP**

Evie Matthews was the beloved mother of Tommy and Alex Matthews who passed away from cancer. Evie lived to bring joy to others and had such incredible empathy. It is the goal of Tommy Matthews that this scholarship become a Rainbow in someone's cloud - a leg up, a break, a chance, a rainbow for someone who might not otherwise wouldn't get help to continue with their education.

## **TED KYLE SCHOLARSHIP (PN) SCHOLARSHIP**

Ted Kyle was a member of the HPTC board for numerous years. He along with Carl Bogdahn were the people who were instrumental in getting the Career Tech off the ground. When Ted passed away, his family donated money to HPTC to be used for scholarships for students in need. All adult students are eligible to apply. The scholarship application inquires about the

student's involvement in the community, future goals, and economic need. A committee of three HPTC employees review all applications and select the recipient

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## FEDERAL STUDENT AID PENALTIES FOR DRUG LAW VIOLATION

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A student will be ineligible to receive Title IV, HEA (Pell) program funds for a period of time if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA (Pell) program funds. The school will notify a student in writing within 30 days of a determination of ineligibility. Students receive and sign a separate and clear written notice explaining drug law violations and penalties. Please see the Financial Aid Policies and Procedures Handbook available on our website at <https://hptc.edu/student-information/student-handbook> for further information on penalties for drug offenses.

### **FEDERAL STUDENT AID FUNDS FRAUD**

If the institution suspects that an applicant has misreported information and/or altered documentation to fraudulently obtain federal funds, the institution will report its suspicions (and provide any evidence) to the Officer of the Inspector General (OIG). The appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

### **MISREPRESENTATION REGULATIONS**

A school is deemed to have engaged in *substantial misrepresentation* when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

### **MISREPRESENTATION**

Misrepresentation is defined as a false, erroneous or misleading statement made directly or indirectly to

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.

This definition applies to statements made by:

- an eligible school
- one of its representatives, or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services.

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

### **SUBSTANTIAL MISREPRESENTATION**

***Substantial misrepresentation*** is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

### **MISREPRESENTATION SANCTIONS**

If the Department determines that an eligible institution has engaged in substantial misrepresentation, it may

- revoke the eligible institution's program participation agreement;
- impose limitations on the institution's participation in the FSA programs;
- deny participation applications made on behalf of the institution; or
- initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

### **RELATIONSHIP WITH THE DEPARTMENT OF EDUCATION**

#### **34 CFR 668.75 Relationship with Department of Education**

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the title IV, HEA programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

Help Prevent Financial Aid/Scholarship Fraud

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission, with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site. To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit <http://www.ftc.gov/scholarshipscams>.

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## VOTER REGISTRATION

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Voter Registration forms will be available for all students in Student Services. Applications are also available at the Woodward County Election Board and on-line at [www.elections.ok.gov](http://www.elections.ok.gov).

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## CONSTITUTION DAY & CITIZENSHIP DAY

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The day September 17th has been designated as Constitution Day and Citizenship Day in the United States. This day of observation recognizes the signing of the United States Constitution on September 17, 1787 and recognizes all who have attained American citizenship by coming of age or by naturalization. High Plains Technology Center will observe and promote the study of the Constitution and the responsibilities and opportunities of citizens of the United States. When September 17th falls on a Saturday, Sunday, or holiday, Constitution Day and Citizenship Day will be observed and recognized the preceding or following week.

## BOARD AND STAFF

### THE BOARD OF EDUCATION AND STAFF 2020-2021

Lonnie Baggs, President	
Gary Stocking, V. Pres.	Ray Yauk, Clerk
Carol Bradley, Member	Eric Simmons, Member

### STAFF

#### ADMINISTRATION

Superintendent.....	Dwight Hughes
Assistant Superintendent - Day Programs.....	Barclay Holt
Assistant Superintendent - Business and Industry Services...	Taylor Burnett
Director of Student Activities.....	Don Gaines
Director of Finance.....	Vickie Hunter
Director of I.T.....	Tony Haskins
Director of HR.....	Sandi Liles
Director of LPN.....	Micky McDonald
Marketing Coordinator.....	Katie Shirley

SUPPORT STAFF

Administrative Assistant–Business & Industry Services.....Sheila Reazin  
Administrative Assistant–Student Services.....Shannon Carrico  
Administrative Assistant–Superintendent.....Rachelle Rogers  
Facilities Specialist.....Vonda Smith  
Financial Assistant/Treasurer.....Karen Roach  
Instructional Aide.....Darin Dale  
Instructional Aide.....Shelbi McVicker  
I.T. Assistant.....Phil Fisher  
Receptionist.....Anita Lara

STUDENT SERVICES

Attendance Officer.....Jo Ann McCune  
Academic Center.....Jennifer Dew  
Academic Center Aide.....Darla Borden  
Counselor/Director of Student Services.....Amber Riley  
Financial Aid.....Michelle Ketcherside

DAY PROGRAMS

Auto Mechanics.....Rodney Ogden  
Business & Information Technology Education.....Penny Guthrie  
Construction Trades.....Pake Carlson  
Health Careers Certification.....Polly Cottom  
Health Careers Certification.....Donald Gaines

DAY PROGRAMS

Marketing/Management.....Katrina McDowell  
Medium/Heavy Duty Truck.....Jayme Spillman  
Multimedia Production.....Richard Kirksey  
Service Careers.....Karen Rogers  
Practical Nursing.....Lauren Boring  
Melissa Bowers  
Micky McDonald

TAP Lead Instructor.....Danna Goss  
TAP Instructor.....Darrell Jones  
TAP Instructor..... Lisa Steadman  
Welding.....Tracy Borden

**BUSINESS & INDUSTRY SERVICES**

Adult Training and Development .....Tammy Kelln  
Business Entrepreneurial Services Coordinator.....Andra Smith  
Energy Safety Instructor.....Jathan Medina  
Energy Safety Instructor.....Kayla Pollock  
Energy Safety Instructor.....Dustin Rader  
Energy Safety Instructor.....James Tew  
Integrated Energy Instructor.....Jack Day  
Industrial and Adult Career Development Coordinator..... Steven Rogers  
Small Business Coordinator.....Bobbi Holliday

**SUPPORT PROGRAMS**

Project Hope.....Denise Whitehead

**BUILDING SERVICES**

Building Maintenance Manager.....K.J. Bowers  
Central Warehouse Coordinator.....Lisa Branson  
Custodian.....Jenny Hamilton  
Custodian.....Pam Kline  
Custodian.....Liz Berry  
Fleet Coordinator.....David Stone

**ADA STATEMENT:**

Any student who has a disability which may prevent him/her from demonstrating his/her abilities should contact the school counselor immediately in order to discuss accommodations necessary to ensure full participation and facilitate their educational opportunities.



## CALENDAR 2020 2021

### HIGH PLAINS TECHNOLOGY CENTER

#### 2020-2021 STUDENT CALENDAR

August 4,5	Summer Conference (Virtual)
August 5,6	Accuplacer/CCC Testing
August 6	PN Class Begins
August 13	<b>School Begins/ 1<sup>st</sup> Semester Begins</b>
September 7	Labor Day - <b>NO SCHOOL</b>
September 17	Constitution Day
September 21	Professional Day – <b>NO STUDENTS</b>
October 7	Accuplacer/CCC Testing
October 14	End of 1 <sup>st</sup> Nine Weeks
October 15-16	Fall Break – <b>NO SCHOOL</b>
October 19	Professional Day
October 20	Begin 2 <sup>nd</sup> Nine Weeks
November 23-27	Thanksgiving Break- <b>NO SCHOOL</b>
December 16	Accuplacer/CCC Testing
December 18	End of 2 <sup>nd</sup> Nine Weeks/ 1 <sup>st</sup> Semester
December 21-Jan 1	Christmas Break - <b>NO SCHOOL</b>
January 4	<b>Begin 2<sup>nd</sup> Semester /3<sup>rd</sup> nine weeks</b>
February 15	Professional Day – <b>NO STUDENTS</b>
March 10	Accuplacer/CCC Testing
March 12	End of 3 <sup>rd</sup> Nine Weeks
March 15-19	Spring Break - <b>NO SCHOOL</b>
March 22	Begin 4 <sup>th</sup> 9 weeks
April 2	Good Friday – <b>NO SCHOOL</b>
May 7	Last Day of School-Adult Students
May 18	<b>Last Day of School/End of 4<sup>th</sup> 9 weeks</b> for High School Students
May 28	PN Grad. & Last Day for Instructors

**\*\* High school students need to check with their high school for their first and last day of class. Calendar is subject to change by Board of Education or Administrative decision.**

#### School Schedule

The school year is divided into four (4) nine-week sessions. The school may also offer classes at other times for adults. See school calendar Class hours are as follows for most classes:

ADULTS: 8:00 a.m. – 11:15 a.m. and 12:15 p.m. – 3:30 p.m. HIGH SCHOOL: Schedules dependent upon partner school schedules

10 minute break in the A.M. and 10 minute break in the P.M.

