

**HIGH PLAINS  
TECHNOLOGY CENTER**

2019 - 2020

**STUDENT  
HANDBOOK**

***HIGH PLAINS TECHNOLOGY CENTER***

**3921 34<sup>th</sup> Street**

**Woodward, OK 73801**

**(580) 256-6618**

<http://www.hptc.edu>

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# ***HIGH PLAINS TECHNOLOGY CENTER***

## **MISSION**

**Turning education and training into  
workplace success.**

### **Message from the Superintendent**

High Plains Technology Center's mission is to prepare our students to succeed in the workplace. Every effort is made to provide up-to-date equipment and safe, comfortable, and functional facilities. Our instructors continually upgrade their instructional skills, curriculum, textbooks, and teaching aids. Our staff members strive to do an excellent job.

Opportunities to obtain valuable career education and to pursue lifelong learning goals are available. I encourage all students to develop their potential in career tech skills, thus making it possible to live a productive, fulfilling life.

I am pleased to welcome you as a student to High Plains Technology Center.

Dwight Hughes

**THE BOARD OF EDUCATION AND STAFF WELCOME YOU TO  
HIGH PLAINS TECHNOLOGY CENTER  
2019-2020**

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

**STAFF**

**ADMINISTRATION**

Superintendent.....Dwight Hughes  
Assistant Superintendent - Day Programs.....Barclay Holt  
Assistant Superintendent - Business and Industry Services...Taylor Burnett  
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  
Evening Receptionist.....Vonda Smith  
Financial Assistant/Treasurer.....Karen Roach  
Instructional Aide.....Darin Dale  
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.....Vic Terbush  
Business & Information Technology Education.....Penny Guthrie  
Construction Trades.....Pake Carlson  
Health Careers Certification.....Polly Cottom  
Health Careers Certification.....Donald Gaines

## HIGH PLAINS TECHNOLOGY CENTER

### STAFF CONTINUED

#### DAY PROGRAMS

Marketing/Management.....	Katrina McDowell
Medium/Heavy Duty Truck.....	Grey Berry
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
TAP Instructor.....	Mark Zadorozny
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

#### SUPPORT PROGRAMS

Project Hope.....	Denise Whitehead
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#### BUILDING SERVICES

Building Maintenance Manager.....	K.J. Bowers
Building Services Manager.....	Robin Ellis
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.



**HIGH PLAINS TECHNOLOGY CENTER  
2019-2020**

**STUDENT CALENDAR**

August 1,2	Summer Conference
August 13,14	Accuplacer/CCC Testing
August 14	PN Class Begins
August 21	<b>School Begins/ Semester Begins</b>
September 2	Labor Day - <b>NO SCHOOL</b>
September 16	Professional Day – <b>NO STUDENTS</b>
September 17	Constitution Day
October 10	Accuplacer/CCC Testing
October 16	End of 1 <sup>st</sup> Nine Weeks
October 17-21	Fall Break – <b>NO SCHOOL</b>
October 22	Begin 2 <sup>nd</sup> Nine Weeks
November 27-29	Thanksgiving Break- <b>NO SCHOOL</b>
December 12	Accuplacer/CCC Testing
December 20	End of 2 <sup>nd</sup> Nine Weeks/ 1 <sup>st</sup> Semester
December 23-Jan 3	Christmas Break - <b>NO SCHOOL</b>
January 6	<b>Begin 2<sup>nd</sup> Semester /3<sup>rd</sup> nine weeks</b>
February 17	Professional Day – <b>NO STUDENTS</b>
March 5	Accuplacer/CCC Testing
March 12	End of 3 <sup>rd</sup> Nine Weeks
March 13	No Students
March 16-20	Spring Break - <b>NO SCHOOL</b>
March 29	No Students
April 10	Good Friday – <b>NO SCHOOL</b>
April 17	No Students
April 24	No Students
May 1	No Students
May 8	No Students
May 22	<b>Last Day of School/End of 4<sup>th</sup> 9 weeks</b>
May 25	Memorial Day- <b>NO SCHOOL</b>
May 28	Last Day for PN students
May 29	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.**

**EACH STUDENT IS RESPONSIBLE FOR KNOWING AND ABIDING BY THESE POLICIES AND OTHERS WHICH MAY BE PREPARED AND POSTED THROUGHOUT THE YEAR.**

**PURPOSE**

The objective of High Plains Technology Center (HPTC) is to provide quality training in career technical education to high school and adult students.

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 programs that will provide competent citizens and workers with an opportunity to learn new skills and upgrade present skills.

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 job skills go far beyond the development of technical expertise and promote student experiences that help to develop the interpersonal skills that contribute to a successful work life. The objectives of the Board of Education, administrators, and staff of HPTC are:

1. Gainful Employment:  
To prepare students for gainful employment.
2. Responsible Citizenship:  
To provide an opportunity for the development of the proper attitudes of responsibility. Responsible citizens are required to look after the life and safety of those they serve, and they sometimes make judgments that affect the lives of many people.
3. Technical Skills:  
To provide an opportunity for the students to learn about the many aspects of their occupation. The work students do must be acceptable both from the viewpoint of quality and quantity.
4. Creative Tendencies:  
To develop in students the ability to do deductive and inductive reasoning.

5. Leadership:  
To provide students with experiences in leadership so management qualities may be developed.

### **PHILOSOPHY**

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 Career Technical 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.

### **SCHOOL SCHEDULE**

The school year is divided into four (4) nine-week sessions. Classes will meet a minimum of 175 days during the school year.

The school may also offer classes at other times for adults. See school calendar on page iv. Class hours are as follows for most classes:

ADULTS: 8:00 a.m. – 11:20 a.m. and 12:35 p.m. – 3:55 p.m.

HIGH SCHOOL: Schedules dependent upon partner school schedules.

### **STUDENT POLICY**

This handbook is provided to assist students in becoming acquainted with HPTC. Each student should keep this handbook as a ready reference to questions that may arise during the school year. **Student policies apply to all students enrolled at the HPTC. The handbook can be accessed online at [www.hptc.edu](http://www.hptc.edu).**

No Student Handbook can anticipate every situation or question about policies, therefore, HTPC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

### **ENROLLMENT**

HPTC serves the communities of Buffalo, Fargo/Gage, Ft. Supply, Mooreland, Sharon-Mutual, Vici, and Woodward.

In-district high school students who are at least 16 years of age have first priority to enroll in full-time programs.

Adults who reside in the district and are at least 16 years of age have second priority to enroll in full-time programs.

Out-of-district high school students have third priority to enroll in the program on a tuition basis. Tuition cost is \$9,172.00 per semester.

Out-of-district adults have fourth priority to enroll in the programs.

Each high school within HPTC District will be guaranteed a proportionate number of enrollment slots in the career tech programs. This allocation of guaranteed enrollment slots will be based on the high school enrollment at each local school.

The criteria for selecting students includes the following items ranked numerically in order of importance for enrolling in a program.

1. Prior attendance record in school/program.
2. Counselor's/Principal's recommendation.
3. Student's interest.
4. Grades and test scores.
5. Student's career objective.

Adult enrollment in the Business Administration Management program can occur at the beginning of each 9-week period. All other High Plains programs operate with a controlled open entry/exit enrollment policy based on space availability and program curriculum requirements with an emphasis on beginning in August.

## **ADMISSION POLICIES**

### ***ADMITTANCE TO TRAINING PROGRAMS***

Past behavior may be used as a basis for determining an applicant's suitability for admittance to any training program. Students who have completed a career major may be eligible to enroll in additional career majors within the same program. Contact the financial aid director for questions regarding financial aid eligibility.

### ***ADMISSION INTO FULL-TIME PROGRAMS***

#### **SECONDARY**

Secondary students who live in HPTC district and exhibit interest and aptitude are eligible for enrollment with the consent of parents, the home school, and the concurrence of HPTC. All daytime programs encourage three hours attendance per day; however, students may enroll for less with permission from the HPTC counselor. After the enrollment demands of the in-district secondary students have been met, adults may enroll. Any high school student whose legal residence is in the Buffalo, Fargo/Gage, Ft. Supply, Sharon-Mutual, Mooreland, Vici or Woodward school district may attend HPTC tuition free. However, students will be admitted on the basis of career interest, academic ability in past school experiences, and vocational aptitude for a particular program.

Nonresident secondary students may enroll in the program they choose if they meet the above requirements; pay tuition, provide their own transportation; have the approval of their parents or guardian, high school principal, and HPTC program administrator; and if the program has not reached maximum enrollment.

Students who have been home-schooled may pick up enrollment requirements in the Student Services area.

#### **Adults**

Adults who exhibit interest and aptitude may enroll in daytime programs if the program has not reached maximum capacity with resident secondary students. Certain programs at HPTC require special admission procedures. For the purpose of tuition, an adult is an individual who does not attend high school and is at least 16 years of age.

#### **Health Careers Programs**

Most of the career majors within the Health Careers program require participation in clinicals as part of the curriculum. Many health facilities require an OSBI background check prior to allowing anyone to participate in clinicals at their site.

#### **Admission of Nonresident Students**

The Board of Education believes that consideration should be given to all students desiring to attend HPTC. The District shall admit nonresident students on a tuition and space available basis.

Additionally, the District will cooperate with other Districts for the admission of their students into special programs. The cost for such admissions shall be established annually and the district from which the students (high school students only) come shall pay such cost and/or the student or parent(s) shall self-pay.

#### **PROCEDURE FOR REQUESTING ACCOMODATIONS FOR ADULT STUDENTS WITH DISABILITIES**

Students with disabilities who are enrolling in a full or part time class at High Plains Technology Center and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor, the counselor, or the assistant superintendent. Should a student need accommodations for the entrance assessments, the request for accommodations must be made at least two weeks prior to the assessments in order for reasonable accommodations to be made. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the counselor at the time of assessment scheduling.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e. a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness) and be

based on current evaluation information (within the past three (3) years). The request must be approved by High Plains Technology Center's staff prior to delivery of services.

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

Questions regarding the status of the disability determination and accommodations while in process may be addressed to Amber Riley, 580-571-6183 or e-mailed to [agriley@hptc.edu](mailto:agriley@hptc.edu).

### **TRANSFER OF CREDIT**

The instructor and/or counselor will evaluate any previous education and/or training documentation (i.e. transcripts from other schools, colleges and accredited institutions) and determine whether or not the student can receive advance credit for previous education and/or training. If advance credit is given, this will reduce the total number of career major hours the student will need to take. If eligible for Title IV aid the student will only be paid for the number of hours required to complete Career Major.

### **PROGRAMS OFFERED**

Auto Mechanics, Business Administration Management (BAM), Construction Trades, Health Careers Certification, Marketing/Management, Medium/Heavy Duty Truck Technology, Multimedia, Service Careers, Practical Nursing (Adult only), and Welding.

### **SUPPORT SERVICES**

High Plains offers various support services to assist students. These services include the following:

1. Career Counseling: 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.
2. Academic Center: The Academic Center (AC) is designed to help students in technology education by providing assistance in basic and advanced academic skills for their specified training program. Services include evaluation, math instruction, reading instruction, computer literacy, adult basic skills and individual study. Software is available to enhance this process.
3. Assessment: All adult students will participate in a testing program which measures interests, abilities and basic skill level in math and communication. Adult and secondary students may also take the KeyTrain assessments. KeyTrain is the targeted curriculum and learning tool designed specifically to help people master the applied workplace skills as defined by the WorkKeys® system and the National Career

Readiness Certificate (NCRC). High School students are required to provide a copy of their ACT /Pre ACT assessment. If they have not taken the either test, they will be given a career assessment at the beginning of their enrollment.

4. Financial Aid: Financial Aid is available to eligible students. Available aid includes Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Workforce Investment Act (WIA), Vocational Rehabilitation, Oklahoma Tuition Aid Grant (OTAG), Oklahoma's Promise (formerly known as
5. OHLAP), Physician Manpower, Veteran Administration (VA), Bureau of Indian Affairs (BIA), and others.

### **TUITION AND FEES**

High school credit programs (3 hours/ 2 hours per day) for juniors and seniors enrolled in high school:

1. In-district students enrolled in high school (or an online school accredited by the state of Oklahoma) full time pay no tuition.
2. Out-of-district high school students may attend if they meet the enrollment criteria and space is available. Secondary out-of-district tuition is \$9,172.00 per semester.

Prior to admission, a \$20 assessment fee may be charged to adult students. A \$20 service charge will be made on all returned checks.

Tuition for adult students is \$2.25 per hour and is collected by nine-week enrollment periods. Tuition must be paid prior to the beginning of each class session unless the registrar has been notified in writing that the student has a funding agency or is on financial aid, or unless prior arrangements have been made with the registrar. Students who do not make tuition payments within the first 15 days of the start date will be dropped with no credit/transcript.

Students who owe tuition or fail to return school property (Ex: books, fund-raiser products, uniforms, etc.) will not be allowed to participate in fund-raisers, activities relating to fund-raisers, or other extra-curricular activities until the property or funds are paid to the school.

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

**TEXTBOOK FEES** - Adult students will be required to pay for books and materials prior to receiving them unless a sponsoring agency has authorized HPTC to charge these items for their eligible clients until the agency is billed by HPTC. Students on financial aid will have an account opened for them at the bookstore by the financial aid office or the registrar. See the financial aid director for more details.

## **REFUND POLICY**

On or before the 1<sup>st</sup> day of class through the 10<sup>th</sup> day of class for the enrollment period for which the student has been charged.....100% refund. After the 10<sup>th</sup> day of class for the enrollment period for which the student has been charged.....0% refund

**\*No refunds will be given for Adult Fees\***

**\*Return to Title IV/Repayment formulas will be used for students receiving Pell grants\***

If a student is approved for a leave of absence and their tuition for that period has already been paid, then a tuition credit will be given for the portion of time in which the student was absent. The credit will be applied to their tuition once they return if they return within the time frame allowed per leave of absence policy. An example of a refund calculation can be found in the "Student Consumer Information" book located in the Student Services area.

## **STUDENT WITHDRAWAL POLICY**

If a student withdraws from school prior to the end of a semester and/or financial aid disbursement period, the student must provide notice to the school either in writing or verbally.

Written or verbal notice should be submitted to the HPTC counselor and registrar, both of who are found in the Student Services office. The notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will ensue:

1. The notice will be forwarded to the student's instructor to obtain the student's grade at the time of the withdrawal.
2. The notice will also be immediately forwarded to the financial aid office if the student is on financial aid.
3. The financial aid office will calculate any overpayment of aid and notify the student in writing within 30 days.
4. The student will be billed for any overpayments owed to be returned to the Federal Financial Aid programs.
5. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding. The Collection Department of the U. S. Department of Education will also be notified.
6. The student will be billed by the registrar for any funds that HPTC is required to repay.



### **CHANGE OF SCHEDULE**

Students will be permitted to change programs during their first two weeks of class. Program changes will be considered on the following basis (1) availability of space in another program and (2) approval of administration and instructor.

Schedule changes must be arranged through the counselor and cannot be made without the approval of the administration and the instructor(s) involved.

### **ATTENDANCE REGULATIONS**

All students attending HPTC must attend 90 percent of the enrollment period. Absences which fall under the excused absence guidelines on page ten will not be charged against the minimum attendance requirement. Adult students qualifying for and receiving financial assistance must comply with the attendance standards required by the federal government 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 the 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. The parent/guardian will be notified when absences become excessive.

Military leave will be considered on an individual basis.

Homebound status will be considered on an individual basis by the HPTC instructor, counselor, and home high school principal.

### ***ATTENDANCE POLICY***

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

The following attendance policy is based on the practices of industry and is an important part of career training.

Local board attendance policies have the force and effect of law. Attendance officer makes the determination of excused or unexcused absence. (70 O.S. § 10-108; S.L.O. § 233).

### ***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 8 absences per semester. If a student goes over 8 absences, he/she will receive a grade of incomplete for that semester. Instructors will turn in their student eligibility each week so that information can be disbursed to the partner schools in a timely manner. Students are required to provide documentation for all absences. This includes notes from the doctor, appointment notification, funeral notice, etc. 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.

### ***Appeal Procedure***

Students who receive a grade of incomplete due to attendance may submit an appeal to go before the attendance review committee if they wish to attempt to obtain a grade in their program. A hearing will not be required for students who have given their documentation to the attendance officer. If an appeal is required, it is the student's responsibility to contact the counselor

to file an appeal. Appeal forms are located in the Student Services area.

The appeal committee will determine if the absences were caused from extenuating circumstances based upon documentation presented by the student. The committee will then determine whether or not the student will receive credit for the program (\*drop in the case of adults), possible contract implementation, or be allowed to continue/receive credit. If the committee does determine that the student may continue in the program, the student will be required to make up the missed work. The attendance committee will meet each semester to review student's attendance. The final decision may be made at the end of each semester.

\*In reference to **HIGH SCHOOL STUDENTS**, if the attendance committee recommends that the student receive a "No Credit" due to attendance, High Plains may also recommend that the student return to the sending school for the following semester.

\*In reference to **ADULT STUDENTS**, the student may file for an attendance appeal. The attendance committee will meet to determine the student's eligibility to continue in the program.

It is highly recommended that if a student feels that he/she has the appropriate documentation for extenuating circumstances, that he/she meet with his/her instructor to begin attempting to make up any missed work. The committee will take into consideration that the student is attempting to correct the attendance situation.

If a student is on financial aid, the student will not be making satisfactory academic progress with a failing grade. See the Student Consumer Information Guide located in the Student Services area for details on the consequences of not meeting satisfactory academic progress.

#### ***ATTENDANCE COMMITTEE***

The attendance committee may consist of the following people:

- 1 Instructor from the program in which the student is enrolled
- 1 Counselor
- 1 Assistant Superintendent
- 1 Attendance Officer

#### **Examples of extenuating circumstances:**

1. Personal illness with verification from a doctor
2. Death in the family or funeral of a close friend
3. Professional appointments (doctor, dentist, etc.)
4. For secondary students a home school sponsored activity when approved by the administration.
5. Court (Court is not excused if the situation is considered to be the fault of the student).
6. Other reasons justified by the administrative office

**Examples of circumstances NOT to be extenuating:**

1. Truancy
2. Leaving school without proper clearance from the office
3. Suspension for infraction of school policies
4. Forgery of signature on excuses
5. Work
6. Missed the bus
7. Shopping
8. Beauty shop or barber
9. Oversleeping

***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. For example: If a student is 15 minutes tardy, it will be recorded as 30 minutes; if a student is 45 minutes tardy, it will be recorded as 60 minutes (two tardies). 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.

Example: if a student leaves 25 minutes early, it will be recorded as 30 minutes; if a student leaves 65 minutes early, it will be recorded as 1.5 hours. All hours of tardy, absence, and suspension will be added to the student's total absence accumulation.

***Authorized Activity Absences***

Activity absences are the responsibility of high school students. Students are required to see the Attendance Officer when they are absent for home school activities to ensure that the home high school validates the activity so that the students will not be counted absent.

Non-participating activities are those activities at the home school in which the student is a spectator and is not required to attend. Should a student wish to attend a home school activity during the HPTC class hours, the student should take the following criteria into consideration:

1. Am I an active participant?
2. Is the activity optional?
3. Is my HPTC grade a "C" or better?
4. Have I excessive absences or tardies?

It is the student's responsibility to check with the instructor for making up work.

***Leaving Campus***

**All day program students who need to leave the campus prior to the regularly scheduled ending time are required to obtain permission from the Assistant Superintendent or Counselor prior to leaving the**

**campus. For high school students, a note from the home high school principal/parent, or telephone communications must accompany any request for a permit to leave school.** High school students may only check out of school with the personal permission of their parent or guardian if the student is under the age of 18. Permission must be given in person or on the phone to the attendance officer before the student may be approved to leave school.

If a student leaves the campus prior to the regularly scheduled ending time without signing out, it is counted as an unexcused absence. If the student returns to HPTC, they are required to sign in with the attendance office.

Students are not to be excused from classes or shops unless it is absolutely necessary. Hall and restroom traffic should be kept to a minimum. Students will not be allowed to drive their vehicles to transport other students to school activities or for other purposes.

#### ***Perfect Attendance***

Perfect attendance recognition will be given to those students who are neither absent, tardy, nor excused from class before the termination of the class periods.

#### ***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).

### **PROBATION**

Probation is a trial period to determine if the student is willing to abide by the rules of HPTC. If a student is placed on probation, the student and/or a parent for the high school student, if the student is under the age of 18, will be asked to sign all probation forms indicating his/her willingness to abide by the probation requirements. The student may be temporarily suspended until the probation form has been signed and returned to the Student Services office. During this probation period, the high school student's parent or the adult student must call High Plains Technology Center's administrator's office on any day a student will not be in class. High school students who violate the probation requirements will be suspended from HPTC until the high school student's parent if the student is under the age of 18 and a HPTC administrator confer.

Adult students who violate the probation requirements will be dropped from their program.

Adult students attending under funding by federal aid or other outside agencies, or who are in a program leading to a licensure are responsible for maintaining their attendance as required by these agencies/departments.

### **SCHOOL NURSE**

High Plains provides a school nurse to assist with the general care of the students. The school nurse shall not provide medical attention for accidents that occur off-campus. All decisions regarding student illness will be made by the school nurse. Students who need to access the school nurse must check in with the Attendance Officer or Counselor prior to being seen and they will arrange for the school nurse to see the student. Students are not allowed to disrupt the Health Class at any time. The school nurse will oversee the implementation of the student diabetes medical management plan.

## **ACADEMIC REQUIREMENTS FOR CONTINUING ENROLLMENT**

A student is expected to make progress toward satisfactory completion of his/her program in order to be eligible to continue. A student with unsatisfactory progress may be placed on scholastic probation for one semester. The student may change to another program with permission of the counselor and instructors.

The Assistant Superintendent of Day Programs and the program instructor will determine whether or not a student should be placed on probation during the semester. If at the end of the probationary period satisfactory progress is not achieved, the student will be counseled concerning future enrollment.

A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school. Students who are on special student financial aid programs will not continue to receive funds if satisfactory progress is not maintained due to poor grades or lack of attendance.

## **STUDENT EVALUATION**

In calculating a student's final grade for a nine-week period, the final grade will be based on a numerical daily grade, technical skills and written work, tests and attendance. Full-time students will receive an a.m. grade and a p.m. grade that will be averaged together for the final grade. The numerical grades will then be averaged together for a composite numerical grade result. This numerical grade will be converted to a letter grade according to the following scale:

A - 90 - 100	I - Incomplete
B - 80 - 89	NC - No Credit
C - 70 - 79	WP - Withdrawn Passing
D - 60 - 69	WF - Withdrawn Failing

An incomplete grade (I) must be made up within TWO WEEKS after grade cards are issued for a nine-week period.

Students who do not maintain academic progress may be dropped from their program. Adult students receiving financial assistance must comply with the grade standards required by the federal government to continue receiving financial assistance. See the HPTC Student Consumer Information Guide (located in the Student Services area) for information concerning satisfactory academic progress. In order for a student to receive a passing grade and/or certificate of training, it is the student's responsibility to do the following: complete academic requirements, return all school-owned books and equipment, (or pay for the same), and adhere to the attendance policy.

Cheating in a program will not be tolerated in any manner and may lead to suspension. **ANYTIME A STUDENT DROPS BELOW 74, THE INSTRUCTOR WILL NOTIFY THE HPTC COUNSELOR.**

#### ***Credit***

The high school student will earn units of credit to apply toward graduation. The number of credits a student may earn is based upon the number of hours the student is enrolled in a specific program each semester. Based upon the number of hours a student completes in a program, he/she will be eligible to receive a career certificate after satisfactorily completing his/her program. Credits are given by the home school.

#### ***Attendance Grades***

Absences are permanently recorded and no absence will be removed from the attendance record. Absences are recorded on a semester basis. Students are allowed 8 absences per semester. If a student goes over 8 absences, he/she will receive a grade of incomplete for that semester. Instructors will turn in their student eligibility each week so that information can be disbursed to the partner schools in a timely manner. Students are required to provide documentation for all absences. This includes notes from the doctor, appointment notification, funeral notice, etc.

#### **PROGRESS REPORTS**

High school students' progress reports will be mailed to the sending schools and a copy will be given to the HPTC counselor each nine week period. Progress reports are available for adult students. Adults receiving financial aid receive progress reports which are also given to the Financial Aid Officer. Weekly grades will be checked and the student and the sending schools (when the student is a secondary student) will be notified of student eligibility. The HPTC counselor checks progress on all students on a weekly basis.

#### **STUDENT RECORDS**

Student records shall be defined as any material concerning individual students maintained in any form by the school board or its employees. Personal notes and work products maintained by instructors and other school personnel are solely for their own individual use and not communicated to any other person.

A comprehensive system of records will be kept on each student. This will include such information as grades, attendance, punctuality, work experience, character, and attitude. A transcript of a course taken and grades earned will be made available to the student upon request. Attendance and grade records for high school students will be transferred to



the home high school to become part of their permanent record. Daily progress records are kept by each instructor, and a grade report will be furnished to each student at the end of each nine week period.

All records for a student under 18 years of age shall be open to the student's parent/guardian. The school shall provide whatever assistance necessary to enable the student and parent/ guardian to understand the material in the record.

Every student 18 or older has access to his/her cumulative records upon completion of the request form (available in the counselor's office).

### **TRANSPORTATION**

High school students are expected to use the transportation provided by HPTC. Student Vehicles: Students may drive their own cars to school at their own risk of personal or property damage and in the case of high school students only if the home school permits. Students who do not follow the listed rules shall lose campus-driving privileges. Students will not be permitted to go to their cars during class or break time. Cars should be locked when not in use. The school is not responsible for theft of personal articles in the automobiles or elsewhere.

The following regulations must be observed by student drivers:

1. Maximum speed on campus is ten (10) miles per hour.
2. Park only in your designated area.
3. Parking is not permitted in fire lanes.
4. Park correctly in the parking lot.
5. Do not park in restricted areas. Students with the proper handicapped decal may park in the designated spaces for the handicapped.
6. Students may not return to their cars during break time or class time.
7. Students may not be allowed to remain in their cars upon arrival at school.
8. Selling merchandise from the parking lot is prohibited.
9. All vehicles must be registered with the registrar. The HPTC decal must be displayed on the lower left corner of the windshield. The first decal per vehicle is free, however, additional stickers will cost the student \$2.00 each. Parking or other violations are subject to the following: 1<sup>st</sup> offense - \$5.00 fine, 2<sup>nd</sup> offense - \$10.00 fine, 3<sup>rd</sup> offense - \$25.00 fine, and at the 4<sup>th</sup> offense – the vehicle may be towed at the owner's expense and/or loss of driving privileges to HPTC Campus.
10. Students will not park inside the fenced area or enter this area without permission from an instructor or administrator.
11. Students will not park in visitor parking spaces.

Failure to comply with the above rules may result in loss of driving privileges. Excessive tardies may be cause for loss of driving privileges for high school students.

#### **DISCIPLINE AND STUDENT BEHAVIOIR**

Because teachers are required by law to maintain a suitable environment for learning and administrators are responsible for supporting, maintaining and facilitating the educational process, they shall have the authority and obligation to discipline and control students who interfere with the normal flow of the educational process. Students are expected to behave in a manner that is consistent with societal standards.

The Assistant Superintendent shall have the authority to implement disciplinary procedures with any student who is guilty of the following acts while on school district property and OJT site, while in attendance at any school sponsored activity, or while under the general supervision of school officials, regardless of location:

1. Assault and battery of another student or person.
2. Being under the influence of, in the possession of, or consuming any alcoholic beverage or a dangerous and/or controlled substance.
3. Continued absenteeism and tardiness.
4. Creating or attempting to create a disturbance.
5. Defying the school administrator/employee's authority.
6. Disobeying an instructor or administrator willfully and openly.
7. Engaging in acts of immorality.
8. Possession or use of any dangerous weapon, including fireworks, paintball guns, unauthorized mammals or reptiles.
9. Showing disrespect for or causing damage to school property, or any property, while under supervision of school personnel.
10. Stealing school-owned property or property belonging to school employees or students, or any theft while under the supervision of school personnel.
11. Using profanity, vulgar language, expressions, or materials that breech community standards.
12. Violating the rules and regulations of the school.

In addition to the preceding, a student will be subject to disciplinary action, including suspension or expulsion from school, when charges are filed in any court, (municipal, state, or federal), which accuse a student of commission of a criminal offense occurring on or off school premises at any time, and it is determined that the filing of said charges cause, in the opinion of the school, administration, a possibility that continued attendance of the student at school could have direct and adverse immediate effect on discipline, operation, general welfare, educational environment, and/or safety of HPTC.

Students who have been suspended or expelled are not to be present at any school-sponsored activities or on any school premises of HPTC.

Students who have violated the attendance policy due to days of suspension cannot participate in school sponsored activities.

#### **EMERGENCY SUSPENSION**

The Assistant Superintendent of Day Programs may suspend a student on an emergency basis, without a hearing, if they have reasonable cause to believe that:

1. The physical safety of the student or of others is endangered; or
2. where the school is in the midst of violent upheaval; or
3. the student is causing substantial interference with the operation of the school.

An emergency suspension shall terminate when it is reasonably determined that the student's presence in the school will not result in a situation warranting emergency suspension under the Student Code (not to exceed three days) unless the administrator commences the notice and hearing procedure provided in the Student Code for expulsion or an informal hearing is held for temporary suspension.

The Assistant Superintendent shall make a reasonable effort to contact the parent/guardian of a secondary student under the age of 18 by telephone, stating the acts(s) for which the suspension was ordered. The parent/guardian should be invited to discuss the reasons for the suspension. If the parent/guardian cannot be contacted by telephone, a written notice will be mailed.

“Any pupil who is guilty of violation of the regulations of a public school may be suspended. This suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil suspended shall have the right to appeal from the decision of the superintendent to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil; and its decision shall be final.” School Laws of Oklahoma, 70-24-101.

#### **SUSPENSION LAWS OF OKLAHOMA**

A student shall be suspended from school for serious offenses and/or for multiple infractions of lesser offenses. A student that is suspended from school shall not be allowed on school property, or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

The administration may recommend a long term suspension, which shall be defined as exclusion from regular classroom instruction for any period

Exceeding ten (10) days, when a student violates one or more parts of the Student Code. It has been the policy of HPTC, in agreement with the seven sending schools, that if a suspension occurs at either the HPTC campus or the home school, the suspension will also be in effect at the other campus.

If the administration contemplates long term suspension, same shall mail within one (1) week of the alleged act(s), a notice of an informal hearing to the parent/guardian of the student if the student is under the age of 18. Such notice should contain:

1. The time, date, and place of meeting
2. A description of the proposed action
3. A description of the school regulation(s) allegedly violated by the student and the act(s) allegedly committed by the student
4. Names of witnesses who will be present

The informal hearing shall be no sooner than five days from the date the notice is postmarked, unless both parties agree to an earlier hearing. The parent(s) and/or guardian of students under the age of 18 are encouraged to fully participate in the hearing. The administration will make an effort to contact the parent/guardian of students under 18 years of age by telephone to communicate directly the information contained in the written notice.

No suspension, except for a suspension for possession of a firearm shall extend beyond the current school semester and succeeding semester.

At the conclusion of the informal hearing, if a long term suspension is imposed, the student shall be informed of their right to request an appeal hearing before a committee through the Assistant Superintendent of Day Programs. This committee will consist of at least three members of the administrative staff. This appeal hearing shall be held within one week of the date such request is made. The request for an appeal hearing must be made within two weeks. The committee conducting the hearing shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred, and if the penalty imposed was appropriate for the violation(s). The decision of the committee is final. A tape recording or verbatim transcript shall be made.

#### **APPEAL/COMPLAINT PROCEDURE**

With every student's right goes a counter student's responsibility. High Plains Technology Center expects our personnel to continually stress the importance of orderly conduct. Channels of communication are always available for students via student-teacher, student-counselor, and student-administrator dialogue. If all channels are exhausted, a student may use the following complaint/appeal procedures. Students are to discuss their complaint informally with the person against whom the complaint is directed. It is the hope of all that most complaints can be resolved via meaningful dialogue. The counselor may serve as a liaison in attempting to bring the parties together. If this proves inadequate, the student may:

Procedure:

- Step 1            Submit his/her complaint in writing to the Assistant Supt. of Day Programs within five days. The Assistant Supt. of Day Programs shall call a meeting of the student (who may bring counsel) and the parties concerned. The Assistant Supt. of Day Programs decision shall be in writing.
- Step 2.            If the complaint is not resolved to the student's satisfaction, he/she may appeal to the Superintendent within five days. The Superintendent's decision shall be final.
- Step 3            If the complaint involves the Assistant of Day Programs, it shall go to the Superintendent within five school days. The Superintendent shall call a meeting of the student and the parties concerned. The Superintendent's decision shall be in writing. The Superintendent shall make every effort to resolve the matter equitably and as quickly as possible.
- Step 4            High school students suspended for more than ten (10) days may request a review of the suspension with the appeal committee or to the district board of education.

**IMPLIED AUTHORITY**

A school district...may exercise those powers necessarily implied, but not delegated by law to any other agency or official (70 O.S. § 5-117; S.L.O. § 68). The teacher or administrator shall have the same right as a parent or guardian to control and discipline a student while the student is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district. All students enrolled in High Plains Technology Center will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any school staff and/or school property will be subject to disciplinary action. The disciplinary action taken will depend on the severity of the violation and the number of times the student has broken the regulation.

It is the policy of the board of education to cooperate with law enforcement where students are concerned. Law enforcement, individuals or

other entities, requesting to speak to or search a student or property in the possession of the student, need to first contact the Superintendent, Assistant Superintendent(s) or Counselor.

### **SEARCHES**

The superintendent or, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. The superintendent or, principal, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

## **WEAPON POLICY**

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for up to one full calendar year.

1. Firearms are defined in Title 18 of the United States code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.

2. Oklahoma status, Title 21, Section 1280.1 prohibits any person, except a peace officer or individuals who have concealed carry permits (which permits weapons to be in their vehicles that are parked on the premises of career technology centers), to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded can, billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the Superintendent or Superintendent's designee. The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, substantial modification must be reported to the Board of Education at its next meeting.

## **DRUG-FREE SCHOOL AND CAMPUS PROGRAM**

The distribution, consumption, possession, use, or to be under the influence of any illicit drug, including but not limited to: marijuana, narcotics, hallucinogens, amphetamines, barbiturates, anabolic steroids, and/or alcoholic beverages, anywhere on the school grounds or while in transit or in attendance at any school sponsored activity is prohibited. This is our standard of conduct for students attending HPTC.

Disciplinary action may be imposed if the above regulation is violated. This includes search, suspension, or expulsion in accordance with applicable school policy and student handbook regulations. Student searches may be made based on a reasonable suspicion of a violation of school rules.

### **DRUG TESTING POLICY**

HPTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances and therefore may administer to students a breath analysis, saliva or urinalysis test whenever the administration has reasonable suspicion that the student, while in attendance at school, in attendance at a school activity, or when on school transportation, has consumed or is under the influence of alcohol or other intoxicating substances. "Other intoxicating substance means any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act, 63 Okla. State. Section 2-101, and any other substance other than alcohol which is capable of being ingested, inhaled, injected, or absorbed into the human body and is capable of adversely affecting the central nervous system, vision, hearing, or other sensory or motor functions, and which can be detected by means of breath analysis or urinalysis test. The test can be administered at any school related function even though the student may have consumed the alcohol or other intoxicating substance off school grounds. The test may be administered even though the student may not be under the influence according to state criminal statute. Prior to the administration of a test, the student will be allowed to inform the person performing the test of any substance the student may have consumed which might result in a positive registration by the breath analysis urinalysis or saliva test. If the student refuses to take either test, their parent may at their expense have the test administered by a health care provider. The student would not be readmitted to school until results of the test were provided to the school administration. Punishment of a student for being under the influence of alcohol or other substance is not dependent upon the administration of a test, and thus punishment may be imposed based upon observations of the student. Provided, that if a student is informed that the student appears to be under the influence of alcohol or other intoxicating substance, a test will be conducted at the request of the student. If a student refuses to take a test, the administration may proceed to make a determination as to any desired discipline based upon a reasonable suspicion. The following discipline may be assigned if the student tests positive: The administration may order a student to be suspended from school for a period of 10 days up to a semester. The administration may form regulations to implement the policy.

### **DRUG TESTING POLICY FOR HEALTH STUDENTS**

Due to the devastating impact the use of alcohol and/or illegal substances can have on the safety of patients, students, and employees of HPTC and various clinical facilities at which health students may perform clinical practice rotations, HPTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of illegal chemical substances. All students enrolled in an HPTC Health program or course with



a clinical site that requires drug testing are tested for drugs and alcohol prior to their participation in clinical rotations. Reasonable suspicion testing is performed as determined necessary by the supervisor of the Health programs or courses. All drug and alcohol testing is conducted in compliance with applicable law. Any student who tests non-negative or positive for illegal drugs or fails to participate in or cooperate with any part of the testing process will be immediately withdrawn from their clinical rotation and may be dismissed from their Health program or course. The same is true for any student under age 21 who tests positive or non-negative for alcohol. Adult students who attend any class, lab, clinical rotation or any other HPTC function with alcohol in his/her system will be immediately withdrawn from clinical rotations, class, lab or other function, and may be dismissed from their Health program and from HPTC.

#### **USE OF TOBACCO PRODUCTS**

Secondary students may not use tobacco products on the High Plains Technology Center's property. Possession of tobacco or tobacco related products by high school students is prohibited at school or school sponsored activities. Possession of any tobacco products is a misdemeanor and may be reported to law enforcement (21 O.S. §21-1241; S.L.O. 827, 828). Adults may smoke in the designated area.

#### **DRESS CODE**

It is the consensus of the administrative and instructional staff at High Plains Technology Center that, in addition to teaching a marketable skill, the school should help students realize that society generally demands certain personal characteristics of those who hope to succeed within it. Prospective employers prefer that students develop and demonstrate these characteristics during the training period in order that they may adjust more quickly to job responsibilities following initial employment. Clothing should be neat, clean, inoffensive and appropriate to meet sanitation and safety requirements specific to their training programs. Some examples of inappropriate attire are clothing or accessories that display obscene or profane language or symbols; symbolic of drugs, alcohol, sex, or illegal activities, or that unduly expose the body (for example bare midriffs, clothing that allows the undergarments to be visible when the student is sitting or walking, tank tops, short shorts and leggings/yoga pants without a long shirt). Also prohibited are the nude look, see-through shirts, hoods, and revealing fashions without appropriate concealing undergarments. For safety and health reasons, footwear is required. Hair should be neat, clean and well-groomed at all times. Additional guidelines may be required within training programs or departments. Due to safety, sanitation, and security reasons and the safety of those around them, students must be appropriately dressed in relation to the trade for which they are preparing, as defined by the instructor in each program and approved by the administration of the school.

Students who participate in trips for a career tech student organization are expected to wear the official dress of the organization when appropriate.

Only hats or caps that are part of the training program will be permitted to be worn in the program area. No hats or caps may be worn in the seminar center when group meetings or assemblies are in progress. Medical and religious exceptions to the no hats or caps rule will be made on a case by case basis.

### **STUDENT SAFETY**

Shop safety will be given the utmost consideration and is tied very closely with shop conduct. Completed safety tests will become part of the student's program file. At the beginning of each year, safety glasses will be issued to students in programs where an eye hazard exists. Replacement cost for lost or damaged glasses will be charged to the student. Protective clothing and footwear may be required in designated programs.

### **CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)**

CTSO's are an integral part of each training program's curriculum. CTOS's enable students to make informed career choices, develop planning and organization skills, strengthen leadership capabilities, develop citizenship, and improve self-confidence while reinforcing occupational learning. CTSO's also provide students with the opportunity to compete with other Career Tech students across the district and state who are in similar programs. In as much as the CTSO's are an integral part of the students training program, students that have been or are currently on probation/warning and/or suspension, or ineligible status at the time of competition due to a failing grade at their partner school (high school students) or their HPTC program, may not be allowed to participate in extracurricular student activities, including their CTSO. In order to attend CTSO field trips, the student must be enrolled in a HPTC program at the time of the field trip. This includes, but is not limited to, CTSO officers.

Most of the student activities during the year are sponsored by:

1. Distributive Education Clubs of America (DECA)
2. Business Professionals of America (BPA)
3. Health Occupations Students of America (HOSA)
4. National Technical Honor Society (NTHS)
5. Skills USA (VICA)

CTSO's are sponsored by the instructors of HPTC programs and are essential for quality career training.

### **PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

**FIELD TRIPS:** Field trips, both inside and outside the HPTC district are an integral part of the learning process in all areas of career education. Such trips are planned by the instructor and approved by the administration. Students are required to have the appropriate forms completed prior to taking

field trips. Instructors will notify the attendance officer of all students who are attending the field trip a minimum of two days prior to any field trip so the student's academic eligibility can be checked.

Transportation for all trips will be provided or approved by HPTC administration. Only students in good standing with HPTC and their home high school will participate in school sponsored activities.

Field trips are designed to enhance the academic curriculum. The field trip destination is considered to be an annex of the High Plains campus; therefore, all rules that apply while a student is at High Plains also apply while a student is on a field trip. Students who have violated the attendance policy due to days of suspension cannot participate in school sponsored activities.

High school students must make advanced arrangements for make-up work to be completed with the home school prior to field trips.

### **VISITORS**

Visitors to HPTC are welcome at any time. All visitors (including parents/legal guardians) must check in at the Student Services office immediately upon entering the building and sign the visitors' sign-in log. Students must receive prior permission from the Assistant Superintendent of Day Programs before having a guest at school and are not allowed to bring their children to school unless they have permission from the Assistant Superintendent of Day Programs.

### **INSURANCE**

Students are responsible for their own accident and health insurance. The school does not carry insurance on students.

### **ON-THE-JOB TRAINING**

On-the-job training may be part of the students' training. The Instructor will prepare training agreements with the employer and coordinate the training with the training station sponsor. The training station is considered an extension of the school. All required OJT paperwork must be completed and the counselor must approve the OJT placement prior to the student reporting to the job site. HPTC, clinical facilities and their respective owners and employees shall not be liable to students for civil damages or for any personal injuries which result from or arise out of the student's participation in the clinical practice.

### **JOB PLACEMENT**

To receive information about job opportunities while in school, upon completion and at least one year after completion, please contact the school counselor at 580-571-6183 or the individual program instructor.

Each student will have the opportunity to work with the counselor, the AC instructor, and their program instructor to plan and develop job seeking skills. If you wish to receive a referral for employment from High Plains Technology Center you will (1) need to be a student or completer in good standing (academic progress, classroom attitude and attendance record), (2) participate in job readiness, activities through the AC and the individual program, and (3) follow up on job leads which you are given.

HPTC commits itself to a continuing good faith effort to maintain a drug-free school. During the school year, students may be required to attend drug awareness program(s). The program(s) will educate students about the dangers of drug abuse; available drug counseling, and rehabilitation and re-entry programs.

#### **ADMINISTERING MEDICINE TO STUDENTS**

Medicines shall NOT be administered to students by school personnel with the exception of the school nurse.

#### **STUDENT STORE**

A student store may be operated at scheduled times during school hours. It may contain school supplies, materials and items required for various classes, and other items for the convenience of students at HPTC.

#### **BREAKS**

Students and instructors will take their breaks together. Breaks are a granted privilege for students each morning and afternoon session. Misconduct can rescind this privilege. Vending machines are provided for these breaks. Food and drinks are not to be taken out of the approved break areas. Each student is expected to place their trash, cups, candy wrappers, etc., in the trash receptacle. Please help us keep our school clean.

A schedule designating break times will be provided for each program and students shall conduct themselves in a manner which is not disruptive. **Food and drinks are not allowed in the classroom or shop area**, unless authorized by administration. Students are not allowed to leave the building during break. Adult students may access the designated smoking area.

#### **STUDENT LOCKERS**

Student lockers are available in most of the classrooms or shop areas for the storage of books, supplies and equipment. Students are expected to keep them in a clean, usable condition. Students shall not have any reasonable expectation of privacy rights towards school administrators or teachers in the contents of a school locker, desk, network storage area, computer storage area, or other school property.

The state of Oklahoma specifically grants school officials access to

search school lockers, desks and other school property at any time without reasonable suspicion. Students are hereby notified that they do not have any reasonable expectation of privacy with regard to the contents of school lockers, desks, or other school owned property.

#### **PERSONAL PROPERTY**

It is the responsibility of each individual to care for and safeguard personal belongings. At no time is the school responsible for items lost or stolen at school or at an OJT worksite.

#### **TELEPHONE USAGE**

*Students receiving calls:* Students will only receive phone calls of an emergency nature routed through the administrative office.

*Students making calls:* A phone is available for students to make outgoing calls before and after class and during breaks. The phone is located in the Student Services area.

*Under no circumstances will students use the instructor's phone,* unless authorized by the instructor.

*Cell phone:* Program instructors each have their own cell phone policy for their individual programs. Cell phones are not to be used at the OJT worksite at any time.

#### **COMPUTER/INTERNET USAGE**

A student shall not use computers, networks, software, and the Internet for any purpose other than for the expressed requirements of his/her course of study and the goals of HPTC. Students may not bring disks or software from home to HPTC. Students shall not have a legitimate expectation of privacy in the use of school owned computers or technology. Use of computer/internet is intended for education, training, research, administration, and planning purposes. All persons using computer/internet resources at High Plains Technology Center must read, agree, and sign a computer use "Computer Use Agreement" Form.

#### **DISTRIBUTION OF PRINTED MATERIALS**

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

#### **CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT**

Students are responsible for the care of all school-owned property that is assigned to them. If items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for replacement. Adult students will purchase all necessary textbooks and instructional materials through the student store as required.

### **ELECTRONIC DEVICES**

Electronic devices including but not limited to I-Pads, and/or other electronic devices than those furnished by HPTC or other materials which distract the students will not be allowed in the building by students without the instructor's permission.

### **CHEATING/PLAGIARISM**

A grade of zero (0) for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat may be given. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor or award for the current semester and following semester.

### **COPYRIGHT INFRINGEMENT**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

High Plain's policy with respect to unauthorized peer-to-peer file sharing, will result in disciplinary action, which may include in-school placement options or out-of-school suspension and the student's account will be terminated and future internet access could be denied, for the student who engages in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

High Plains uses the "CIPA" filtering and traffic monitoring software to help prevent unauthorized distribution of copyrighted material, including peer-to-peer file sharing, "CIPA" (Children Internet Prevention Act).

### **PUBLIC DISPLAYS OF AFFECTION**

Display of affection, including but not limited to holding hands is not allowed at HPTC.

### **INAPPROPRIATE LANGUAGE**

Students may not use obscene or profane language or gestures while at school. Students who use inappropriate language or gestures directly toward an instructor or staff member may be suspended out-of-school up to ten (10) days or possibly the remainder of the semester. HPTC does not tolerate students who use racial slurs at school or during school activities. Students who choose to use this type of language may be disciplined as outlined above.

### **NON-DISCRIMINATION STATEMENT**

High Plains Technology Center does not discriminate against any person on the basis of sex/gender, race, color, religion, age, national origin, qualified disability or veteran in the operation of its educational programs, activities, recruitment, admissions or employment practices. Refer to page 19 for the complaint procedure. Amber Riley and Tony Haskins have been designated as the Compliance Coordinators to assure compliance with regulations regarding non-discrimination and equal employment opportunities. Complaints should be addressed to Amber Riley and Tony Haskins, High Plains Technology Center, District No. 24, 3921 34<sup>th</sup> Street, Woodward, Oklahoma 73801, telephone: (580) 256-6618.

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (STUDENT SEXUAL HARASSMENT)**

Students in this district shall be free from both Quid Pro Quo harassment and hostile environment/sexual harassment. According to DOE guidelines, sexual harassment is unwanted sexual conduct that “must be sufficiently severe, persistent, or pervasive that it adversely affects a student’s education, or creates a hostile or abusive educational environment.” Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault.

Sexual harassment is illegal and will not be tolerated at HPTC. Violation of this policy will result in disciplinary action. Victims of alleged sexual harassment are encouraged to report the incident to a teacher, or personnel in the Student Services Office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. This information may then need to be reported to our compliance officers, Amber Riley or Tony Haskins. Grievance procedures for sexual harassment-employees and/or students -can be found in the Student Services area and in the front office.

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

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

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

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

**CYBER BULLYING**

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's



property; or disrupting the orderly operation of the school, will not be tolerated. The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

#### **Individuals who may report incidents of bullying**

- Incidents of bullying at HPTC may be reported by any student, parent, school employee, or member of the public using the “Bullying Incident Report” form.
- Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's Assistant Superintendent. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

#### **Privacy and confidentiality**

Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation. In order to ensure individuals may report incidents without fear of retribution or retaliation, HPTC shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

#### **Action Steps to Respond to Cyber Bullying or Harassment**

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in HPTC's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

- Verbal or written warnings
- Conferences with the parent(s)/legal guardian(s) of the high school students involved in an incident of bullying

- Loss of school privileges
- Prohibition or suspension of participation in school activities
- Out-of-school suspension in accordance with the provisions of HPTC policies and procedures pertaining to student discipline
- Reassignment, suspension, and/or termination of school employment
- Referral to law enforcement

**CONTAGIOUS OR COMMUNICABLE DISEASE OR CONDITION PROCEDURE**

If the Superintendent has cause to believe an employee or a student has a contagious or communicable disease or condition, the Superintendent shall require the individual to be examined by a physician licensed by the State of Oklahoma to determine if the individual does have such contagious or communicable disease or condition. The Superintendent shall also require the individual to have the results of the examination forwarded to him/her immediately by the examining physician.

If the individual refuses to have such an examination or to have the results of that examination forwarded to the Superintendent, the Supt. shall place the individual, in the case of an employee, on unpaid administrative leave, and in the case of a student, on administrative suspension until such examination is accomplished and its result transmitted to the Superintendent by the licensed physician.

If the result of the examination shows the employee or student to have a contagious or communicable disease or condition, the Superintendent shall, in the case of an employee, suspend the individual with full leave benefits or in the case of a student, suspend the individual with home study provisions.

In the case of a minor, the minor's parents or guardian shall be involved in the process from the beginning.

The Superintendent, at his/her discretion, may also consider and implement a course of action, which will leave the individual at the school, but isolate the individual. Any such course of action shall be in strict compliance with the directions of a physician licensed by the State of Oklahoma.

At any time any suspended or isolated individual may present to the Superintendent certification from the same physician who declares the individual free from the contagious or communicable disease or condition, and the Superintendent shall remove any suspension or order of isolation directed toward the individual.

The appeal of any decision hereunder is to the Board of Education which may uphold the Superintendent, overturn the Superintendent, or modify the Superintendent's decision in any reasonable manner.

If the examination by the licensed physician results in a finding that the individual does not have a contagious or communicable disease or condition, the district shall bear the cost of such examination. If the examination shows that the individual does have a contagious or communicable disease or condition, then the individual shall bear the cost of the examination. In any event, the cost of certifying that a person who has had a contagious or communicable disease or condition is then free of said disease or condition shall be borne by the individual. (8-94)

#### **RECIPROCITY AGREEMENT**

The Boards of Education of Northwest Technology Center (Alva and Fairview, OK), Autry Technology Center (Enid, OK), Chisholm Trail, Pioneer, and High Plains Technology Center (Woodward, OK) have agreed to accept secondary students from nonmember public schools on a space available basis.

#### **COOPERATIVE CLIENT SERVICES RESOLUTION**

No out-of-district tuition for full time/part time adult programs will be charged for any resident within the district boundaries of the four schools designated as Northwest Oklahoma Career Technology Centers, for programs that are not offered at those centers, with the provision that first enrollment preference will be reserved for each school in-district residents. (8-94)

#### **ABILITY TO BENEFIT AND GED**

Adult Basic Education courses, which prepare students to take the GED exam, are offered each semester. Adult students who have not earned a high school diploma or the GED Certificate are encouraged to attend the Adult Basic Education classes. For more information contact Lesa Tune at Woodward's Administrative Office, 580-256-6063, ext. 3462.

#### **FERPA LAW**

##### **FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974**

1. The right to inspect and review information in the student's education record.
2. Right to request amendment of the contents.
3. Right to prevent disclosure without consent.
4. Right to a secure copy of the HPTC administrative policy and procedures regulations.
5. Right to file complaints to the U.S. Department of Education concerning alleged failures by HPTC.

We will release the following directory information in accordance with the provisions of the act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. (See next page).

The items listed below are designated as directory information and may be released as to any student for any purpose at the discretion of HPTC unless a written request for nondisclosure is on file:

Category I: Name, address, telephone number,  
dates of attendance, class attended.

Category II: Previous institutions attended, field of study  
awards, honors, licensure and/or certificate conferred.

### **COLLEGE CREDIT**

Articulation agreements are defined as the process of equating courses from one institution to courses of another institution in order for the student to earn a degree. HPTC has an articulation agreements with Cowley County Community College where upon successful completion of our certified programs, the student may obtain up to as many as 32 college credits toward an associates degree from Cowley. We also have agreements with OPSU as well as with Northwestern OSU for our LPN program.

Visit [www.hptc.edu](http://www.hptc.edu) or call Amber Riley at 580-571-6183 or email [agriley@hptc.edu](mailto:agriley@hptc.edu) for information on how much college credit is available for specific majors.

### **SCHOLARSHIPS**

Students who graduate from one of the seven sending high schools are entitled to 1050 hours of career education at no cost to the student. Students who do not attend High Plains during their high school years are eligible for the Next Step scholarship. The Next Step scholarship must be accessed within four years after the student graduates from high school.

### **STUDENT OF THE MONTH**

Two students may be selected each month as Student of the Month for their outstanding work in their program. Student names will be submitted by instructors to the selection committee. Primary criteria for selecting Student of the Month is:

- Student organization involvement
- Project coordinator
- Group leader
- Participation in classroom activities
- Participation in high school and community activities
- Must have 95% attendance
- "A" or "B" average
- Overall good attitude

Students of The Year will be chosen from the Student of The Month recipients. One adult and one high school student will be selected.

### **ACCREDITATION/APPROVAL**

1. Oklahoma State Department of Education, Accreditation Section
2. Oklahoma State Board of Career and Technology Education
3. State of Oklahoma, State Accrediting Agency
4. High Plains Technology Center is approved for Pell Grants, Veterans Benefits, WIA, and Vocational Rehabilitation
5. Automotive Service Excellence Certification (ASE).

### **COMPLETION RATES**

High Plains Technology Center's cohort completion rate for the 2015-2016 school year for first year adult students was 60 percent.

### **CAMPUS SECURITY AND THE RIGHT TO KNOW**

#### **HIGHER EDUCATION ACT SECTION 485(f) JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STAISTICS ACT (CLERY ACT)**

#### **CAMPUS SECURITY REPORT & STATEMENT OF POLICY ON REPORTING CRIME ON CAMPUS**

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 campus, a victim or witness should report it immediately to the Assistant Superintendent's Office located in the Student Services area. 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.

#### **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 POLICY ON CAMPUS LAW ENFORCEMENT**

HPTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. HPTC has an agreement with law enforcement for officers to perform a variety of tasks, which include 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.

**STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES**

The campus 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 Right-to-Know/Campus Security Act pamphlet. A copy of this Student Consumer Information Handbook, along with the pamphlet, is available in Student Services area, Counselor's Office, Financial Aid Office and in all Administrative Offices. In addition to being informed about Campus Security during orientation and with periodical updates, by October 1<sup>st</sup> of each year, High

Plains Technology Center publishes an annual Campus Security Report on our website at [www.hptc.edu](http://www.hptc.edu), and also 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.

**DISCLOSURE REQUIREMENT of CRIME AWARENESS and CAMPUS SECURITY ACT of 1990 SENATE BILL 580**

HPTC believes that the public should know how to report a possible crime which occurs at the site of the technology center. To report a possible crime, a victim or witness need to contact Barclay Holt or Taylor Burnett, Assistant Superintendent or Amber Riley, Counselor. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

**Statistics for HPTC**

Calendar Years	2016	2017	2018
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Hate Crimes	0	0	0
Arson	0	0	0
<b><u>Campus Discipline</u></b>			
Liquor Law Violation	0	4	0
Drug Related Violation	0	2	0
Weapons Possession	0	0	0

**Violence Against Women Reauthorization Act (“VAWA”), Pub. L. No. 113 -4, 127 Stat. 54 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 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].”

### **INTRUDER POLICY**

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of-place should immediately contact the Student Services office or the main office for assistance.

### **EMERGENCY RESPONSE & EVACUATION PROCEDURE**

The HPTC administration will immediately notify the campus community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of the HPTC campus.

The decision to notify the community will be based on a case by case basis. The initial recommendation will be made by law enforcement personnel at the scene and they will request notification of the campus based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the Superintendent or Assistant Superintendent/Director of Operations. The persons responsible for sending the official notification to the HPTC administration include, but not limited to, the Woodward Police Department, the Sherriff’s department, and/or the Woodward Fire Department. In the event of an incident which would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate.

HPTC designated persons will test the ERAEP periodically 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

### **FINANCIAL AID**

High Plains Technology Center participates in the Federal Title IV Financial Aid Program. Financial aid information and financial aid procedures as well as assistance is available in the Student Services area.

#### **SATISFACTORY ACADEMIC PROGRESS (SAP) Policy**

In order to receive Title IV assistance, a student must be enrolled in and attending an approved program (career major) at least part-time, be considered a regular student, make satisfactory academic progress, be within the approved attendance policy, be on schedule, and be in good standing. Satisfactory progress means that a student is proceeding in a positive manner in attendance and academic work toward fulfilling certificate requirements in a normal length of time. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. The SAP standards are applicable to all (i.e., full-time, part-time) students attending HPTC.

**SAP STANDARDS:**

This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. Initially, students are admitted to an educational program based on having a high school diploma, GED or has been evaluated as having the ability to benefit (ATB). Once students are admitted SAP is monitored each payment period at this institution. SAP standards apply to all students (full-time or part-time), regardless of the source of the student's funding. All students must comply with the following standards:

1. **Qualitative:** 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.
2. **Quantitative:** 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. 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.

**Maximum Time Frame:**

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 hours 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 of days granted in the LOA. The LOA will not be included in the student's cumulative attendance percentage calculation.

***Example of Full-Time and Part-Time Maximum Timeframes:***

Full-time students attend 30 hours per week. In a program that is 900 clock hours and 30 instructional weeks, a full time student would be given a maximum timeframe of 1,200 hours and 37.5 weeks to complete. In the same 900 clock hour program, the part-time student has 60 instructional weeks to complete and would be given a maximum timeframe of 1,200 hours and 75 weeks to complete.

***Pace of Progression defined:***

This is the pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum time frame and provides for measurement of the student's progress at each SAP evaluation. The student must progress at a rate of 75% on completion of their program content in addition to attendance standards of 90% related to SAP in order to finish within the maximum time frame. Pace of progression is checked at the end of each payment period. Students not progressing at a pace, which will fall within the 133% time frame are not considered to be making SAP and will be so notified.

Withdrawal or course incompletes do not eliminate the requirements in #1 and #2 above. Hours transferred and accepted from another institution or previous hours attended and credited at this institution toward the student's program will count toward the 133% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

**VOTER REGISTRATION**

Voting for elective offices is a privilege enjoyed by Americans at 18 years of age. In accordance with this right, voter registration forms are available for all students in the Student Services area.

**DRILLS**

HPTC will conduct no less than four (4) security drills that are required per school year and one of these drills must be performed within the first fifteen (15) days of each school semester, no less than (2) other drills are required per school year and the drills chosen are consistent with the risks assessed for the appropriate facility.

No less than two (2) fire drills are required per school year and these drills must be performed within the first fifteen (15) days of each school semester.

The fire alarm is signaled by a continuous blast of the alarm. The tornado and intruder drill will be signaled by an alert over the intercom system. Program instructors will go over the drill procedures with their students at the beginning of each enrollment period.

#### **ARMED FORCES MEMBERS AND THEIR FAMILIES**

Any member of the armed forces that is selected to serve active duty for more than 30 days will not be charged tuition rates higher than that of residents of the district. They will be entitled to the same refund policy as all HPTC students. Once eligible, they will be readmitted promptly into the same program with the same enrollment status and academic standing. The student must notify the school of his/her military service and intent to return either by oral or written notice. The notice of intent to return must be within three years after the completion of period of service. The student may contact student services, the attendance clerk, or the registrar to give their notice.

#### **PARENT BILL OF RIGHTS**

HPTC is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the Assistant Superintendent or Superintendent.

#### **HATCH AMENDMENT**

HPTC is committed to enforcing the Protection of Pupil Rights amendment (PPRA), 20 U.S.C. 1232h included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the parents to inspect surveyor instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the student and his/her family
  - Sexual behavior and attitudes
  - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol, or other drugs)

- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relations, such as those of Lawyers, doctors, and ministers
- Income (other than that required by Law to determine eligibility for participation in a program or receiving financial assistance under such programs)

**"ASBESTOS HAZARD EMERGENCY RESPONSE ACT"**

Federal law requires that schools be inspected for asbestos and asbestos-containing materials, and that a management plan be written which tells the results of the inspection and what actions will be taken. The A.H.E.R.A. Asbestos Management Plan is available during working hours for viewing and is located in the Maintenance Services office.

**STATEMENT OF UNDERSTANDING**

I have read and understand the policies, procedures, and statements present in the Student Handbook 2017-2018.

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize officials of High Plains Technology Center to release information in the record and files of \_\_\_\_\_ (*Student's name*), upon request by prospective employers and/or other educational institutions.

**AUTHORIZATION TO RELEASE PHOTO**

I grant High Plains Technology Center permission to use any photographic, video or audio image of myself in efforts by the school district to announce accomplishments of the students, to educate the public, to promote services, or in other ways deemed necessary.

Please sign below, (*Students under the age of 18 have parent/guardian sign*), to verify that you have read and understand the statement above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student or Parent/Guardian

\_\_\_\_\_  
Date

## **PRACTICAL NURSING PROGRAM**

### **SCHOOL DISTRICTS SERVED**

Buffalo, Mooreland, Fargo-Gage, Sharon-Mutual, Fort Supply, Woodward  
and Vici

### *ADMINISTRATION*

Dwight Hughes, Superintendent  
Taylor Burnett, Assistant Superintendent  
Barclay Holt, Assistant Superintendent

### **PRACTICAL NURSING INSTRUCTORS**

Mrs. Lauren Boring, RN, BSN - phone 580.571.6141  
Mrs. Melissa Bowers, RN, BSN - phone 580.571.6157  
Mrs. Micky McDonald, RN, BSN – Director - phone 580.571.6101

### **MISSION STATEMENT**

#### **Turning education and training into workplace success.**

The Practical Nursing program is approved by the Oklahoma Department of Career Tech and the Oklahoma Board of Nursing to provide nursing education. Graduates of this state-approved program are eligible to apply to the Oklahoma Board of Nursing to write the NCLEX examination for practical nurse licensure.

Clinical experience is provided to the student nurses in area health care facilities.

**Welcome to the High Plains Technology Center Practical Nursing Program. We know that you are looking forward to a fast-paced year. We believe that you have chosen our school because of the high quality program we offer. The nursing profession offers many rewards and challenges as well as personal satisfaction.**

**The administration and faculty will be available to assist you in fulfilling your desire to learn about nursing and to achieve your goal of becoming a Licensed Practical Nurse.**

**This Practical Nursing Student Handbook is designed to serve as a standard and reference, in addition to the High Plains Technology Center Student Handbook. After you have read this handbook and designated areas of HPTC Student Handbook, please sign and return the**

**Compliance Forms provided. If you have any questions or suggestions for improvement of the handbook, please share them with our practical nursing staff.**

**We congratulate you and wish you success in reaching your goal!**

### **HPTC PRACTICAL NURSING PHILOSOPHY**

We, the faculty of High Plains Practical Nursing Program, believe:

That nursing is a vocation, based on art and science which molds the attitudes, intellectual competencies, and teaching skills of the nurse into the desire and ability to help people, sick or well, manage their health needs.

The education should be a systematic and purposeful means of influencing an individual through a variety of teaching methods.

That nursing education is a process of applying acquired knowledge and skills in meeting the total needs of the patient that practical nursing education should enable the adult student to feel confident in assisting and performing those nursing skills designated to the role of practical nurse. These skills should guide the nurse in giving individual patient care, preventing illness, providing for rehabilitation, maintaining and promoting health, or giving reassurance at the time of death. Students learn by participation. Practical nursing education should be available to all who meet the requirements. Practical Nurse education is an evidence-based practice which involves the “integration of best research evidence with clinical expertise and patient values to facilitate clinical decision making.” (DiCenso et al., 2005)

That the practical nurse is an important part of the health team who functions under supervision of the Registered Nurse, physician, or dentist in caring for a patient whose condition is relatively free of complexities or in assisting the RN in more complex nursing situations.

The instructors set the pace, provide the atmosphere for learning, and select realistic clinical experiences. In order to emphasize the importance of learning, the faculty should participate in opportunities for furthering their education.

That opportunities in the High Plains Practical Nursing Program should be provided to all students without regard to gender, race, color, religion, age, national origin, qualified disability or veteran status. The applicant or student must exhibit ability and aptitude to be capable of completing the program of study, be in good physical and emotional health, and of good moral character.

**PROGRAM OBJECTIVES  
(STUDENT LEARNING OUTCOMES)**

Upon Completion of the program the graduate will be prepared to:

1. Provide safe, competent, theory-based practical nursing care for clients in a variety of settings.
2. Participate as an effective member of the health care team.
3. Utilize effective communication skills
4. Demonstrate legal and ethical behaviors in the practice of nursing
5. Demonstrate responsibility and accountability in the practice of nursing

**PROGRAM OUTCOMES  
REVISED FALL 2014**

1. COMPLETION RETENTION RATE
  - Expected outcome: Overall/retention rate will be 75% or greater.
2. PROGRAM SATISFACTION
  - Expected outcome: Overall rating of  $\geq 3.4$  on the Graduate *Follow-up Survey* on items related to program satisfaction and the ability to perform the Students Outcomes during the first 6 months of practices
  - Expected outcome: Overall rating of  $\geq 3.4$  will be achieved on the returned "*Employer Survey*" on items related to satisfaction and the graduate's ability to perform the Student Outcomes during the first 6 months of practice
3. NATIONAL COUNCIL LICENSING EXAMINATION FOR PRACTICAL NURSES ( NCLEX-PN SUCCESS RATES
  - Expected outcome: NCLEX pass rate three year mean will be at or above national average for the same 3-year period.
4. POSITIVE PLACEMENT
  - Expected outcome: 70% of the program graduates, who pass NCLEX-PN will be working as an LPN within 6 months of graduation.



- Expected outcome: The program will have a “Positive Placement” score of  $\geq 92\%$  on the annual ODCTE Follow-up Report.

## **I. PN ATTENDANCE**

Attendance requirements are established to promote the success of students in this fast paced program as well as in the world of work. Because of the rigor of the PN program and standards in health care, it is important to set your goals high and assume responsibility for actions. Dependability and attendance are of utmost importance to employers. Students are required to personally notify the school, instructor and clinical site (if applicable) prior to an absence/tardy. Lack of notification will not be tolerated. If student is unable to attend class, notification with reason is to be given to any instructor no later than 6 a.m. when on clinical rotation and no later than 7:45 a.m. on class days. Failure to comply will not be tolerated and may result in disciplinary action. Sending a message with another student is not acceptable. HPTC PN does not qualify an absence as excused or unexcused. Records are to be maintained by HPTC attendance officer. Local Board attendance policies have the force and effect of law (70 O.S.; 10-108; S.L.O. 233).

### **Absences:**

Students who are absent must report to HPTC attendance officer prior to returning to class. Students are allowed 15 days absence per year. This includes days which are accumulated due to 3 tardies equaling 1 day absence. The Practical Nursing program does not qualify an absence as excused or unexcused. If students are absent during clinical, the instructor will report these to the HPTC attendance officer on a daily basis. Student must report to the HPTC attendance officer prior to returning to class. It is the responsibility of the student to complete assignments, tests, and class information missed. Make up and due dates are set at the discretion of the instructor.

Special consideration during leadership/preceptorship with absences must be considered. OBN requires 120 hours of leadership/preceptorship to be accomplished during the designated time frame. All hours must be completed to meet requirements for graduation.

Absences are recorded as follows: At the third, fifth, and tenth absence a letter outlining the student’s attendance will be provided to student. If the student receives, an incomplete due to attendance, he/she may file for an appeal and meet with the attendance committee. Attendance conferences may be scheduled at 6 week, 12 week, 18 week intervals or at the end of the semester. Leaving early constitutes a tardy or absence depending on the length of time missed. It is necessary to contact HPTC attendance officer prior to leaving early.

Students have the responsibility to inform faculty when routine performance and activity may be detrimental to their health and safety. Documentation or physical exam may be requested. Failure to notify faculty of any condition which may require special consideration when assigning clinical or theory experiences or that might jeopardize the health and safety of student or patient or keep student from meeting program objectives may result in dismissal from the program. Clinical contracts have specific regulations which may apply.

**Tardies:**

A student who is tardy must report to the HPTC attendance officer prior to coming to class. It is also important for student to check with instructor to determine what has been missed in class. A student is tardy if not in the assigned area at the time designated. Each tardy will be recorded as no less than a 30 minute absence, by 30 minute intervals, up to 1.5 hours.

For example: If a student is 15 minutes tardy, it will be recorded as 30 minutes; if a student is 45 minutes tardy, it will be recorded as 60 minutes (2 tardies). Tardies in excess of 1.0 hours will be recorded as an absence. Tardies for leaving early will be recorded the same way. Example: if a student leaves 25 minutes early, it will be recorded as 30 minutes; if a student leaves 65 minutes early, it will be recorded as 1.5 hours. All hours of tardy, absence, and suspension will be added to student's total absence accumulation. Three tardies equals one absence. Students who are tardy are expected to attend any part of the session or day. This extra effort is seen as a positive step by students, faculty and employers.

**Leave of Absence:**

Because of the nature of the Practical Nursing Program as well as regulations by the Oklahoma Board of Nursing, there is no leave of absence for any reason.

**IF INDIVIDUAL CIRCUMSTANCES REQUIRE MAKE-UP FOLLOWING GRADUATION, IT MUST BE COMPLETED PRIOR TO DIPLOMA BEING SIGNED AND OFFICIAL TRANSCRIPT BEING SENT TO OBN/NCLEX.**

**LEAVING WITHOUT NOTIFICATION/ABANDONMENT:**

If you must leave class or clinical for any reason, notify instructor. Leaving without notification and/or permission of instructor is **unacceptable**. Even in an emergency, an instructor is to be notified. Leaving under duress or protest is not acceptable in class or clinical and may be classed as abandonment. This will not be tolerated. If this occurs, SPN will not be allowed to return to class or clinical until counsel with HPTC assistant superintendent, PN director or their designee.

OKLAHOMA BOARD OF NURSING  
2915 N. Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800

*Abandonment Statement*

I. Purpose: To provide guidance to nurses (including Licensed Practical Nurses, Registered Nurses and Advanced Practice Registered Nurses) and Advanced Unlicensed Assistive Persons regarding situations that may constitute abandonment.

II. Definitions:

Patient Abandonment:

Abandonment may occur when a licensed nurse fails to provide adequate patient care until the responsibility for care of the patient is assumed by another licensed nurse or an approved licensed health care provider. Patient safety is the key factor in determining the nurse's responsibility in a given situation.

III. Guidelines to specific situations that may constitute abandonment:

A. For Licensed Nurses and Advanced Unlicensed Assistive Persons, examples of abandonment may include but not be limited to:

1. Leaving the employment site during an assigned patient care shift after the nurse has come on duty for the shift without properly advising appropriate personnel;
2. Leaving an emergency patient care situation where that would be overtly dangerous to the patient, based on the standard of actions of a reasonable, prudent nurse;
3. Inattention to, or the leaving of a patient in acute distress, without proper notification of supervisor and appropriate arrangements for continuity of care;
4. Sleeping while on duty without a supervisor's approval that is consistent with written institutional policy;
5. Insufficient observation (frequency of contact) of a patient;
6. Leaving without reporting to the oncoming shift;

7. Failing to report for an assignment where the nurse is the sole provider of care (e.g. private duty, home health/hospice care) and failing to notify his/her supervisor and/or employer.
- B. For Licensed Nurses and Advanced Unlicensed Assistive Persons, situations considered by the Board not to constitute abandonment:  
The following are examples of employment issues and are not considered by the Board to constitute patient abandonment:
1. Failure of a nurse to work beyond her/his scheduled shift;

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Policy/Guideline #P-11	
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2. Refusal to work in an unfamiliar, specialized, or "high tech" area when there has been no orientation or educational preparation, or employment experience;
  3. Refusal to report to work;
  4. Failure to return from a scheduled leave of absence;
  5. Resigning from a position and not fulfilling the remaining posted work scheduled;
  6. Ending the employer-employee relationship without providing the employer with a period of time to obtain replacement staff for that specific position (such as resigning without notice);
- C. In addition to the examples in subsection A., for the Advanced Practice Registered Nurse serving as the primary/specialty care provider for a patient, terminating the nurse-patient relationship without providing reasonable notification to the patient and resources for the patient regarding other health care providers may also constitute abandonment.

D. Implications of abandonment for Advanced Practice Registered Nurses (Clinical Nurse Specialists, Certified Registered Nurse Anesthetists, Certified Nurse Midwives and Nurse Practitioners):

1. The legitimate discharge of a patient from practice, when the advanced practice registered nurse is that patient's primary or specialty provider, does not constitute patient abandonment. However, a patient who is receiving acute or immediate care should not be discharged until transferred to another appropriate licensed health care provider.
2. A discharge from practice shall include:
  - a. Providing reasonable written notice that meets community standard and clearly states the date of termination of services and date of notice;
  - b. Information regarding how the patient may access his/her medical record;
  - c. Information regarding referral options for continuing care for the condition treated; and
  - d. Providing for currently authorized medications that have been prescribed by the Advanced Practice Registered Nurse to be available for a limited refill period.
  - e. Providing appropriate and adequate personnel to care for patients is the responsibility of the employer.

Board Approved: 9/26/2001 OBN Policy/Guideline #P-11 Board Reviewed w/o Revision: 3/31/2004; 3/27/2007 Board Revised: 9/28/2010; 9/24/13 P:/Administration/Executive/Policies/Practice/Abandonment	Page 2 of 2
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## II. PN ASSIGNMENTS

1. Class schedules and clinical assignments will be posted or given individually. If students finish a special clinical assignment early, they should report to instructor.

2. Students will be expected to turn in assignments and special projects at the designated time. It is the **student's** responsibility to keep abreast of assignments and be punctual. Late assignments have 10% of total points deducted per day. The instructor has the prerogative to refuse any work handed in late. Assignments handed in 3 days late will not be accepted except where extenuating or individual circumstances deem that the lateness was unavoidable. Extenuating circumstances will be considered on individual basis. Failure to turn in assignments is not acceptable. This is considered irresponsible behavior and cannot be tolerated in class or clinical.
3. Tests will be given throughout each course and may be given without notice. Pop quizzes not to exceed 25 points cannot be made up. Regular tests missed due to absence will have 10% of total points deducted unless taken the day of the scheduled exam. Ten percent of the total possible points will be deducted. A **test missed** may be made up at the discretion of the instructor and **within one week of absence**. Arrangements for making up test should be made upon return to class. Instructor has the prerogative to refuse to allow SPN to take tests when appropriate arrangements have not been made. A final exam may be given at the end of each course.
4. Handouts and curriculum should be handled responsibly. The school copy machine, fax machine or computer/e-mail is not available for student use. If you need copies pertaining to assignments, see your instructor. There is a fee for replacement copies/equipment/supplies.
5. Instruction and Learning Opportunities: Informal learning occurs according to the extent of a student's interest and active participation. Observations enhance learning especially when discussed with your instructors. Members of the health care/tech team contribute to learning.

**A PATTERN OF LATE ASSIGNMENTS, TESTS, CARE PLANS, WILL NOT BE TOLERATED AND MAY BE A REASON FOR REVIEW AND/OR DISMISSAL FROM PROGRAM.**

### III. PN STUDENT RECORDS AND EVALUATIONS

5. Student records shall be defined as any material concerning individual students maintained in any form by the school board or its employees, except personal notes and work products maintained by instructors and other school personnel solely for their own individual use and not communicated to any other person. A comprehensive system of records will be kept on each student. It is responsibility of student to insure that required items for the student file have been submitted. This will include but not be limited to such information as grades, attendance, safety consciousness, punctuality, work experience, character and attitude. A transcript of a course taken and grades earned will be made available to the student upon request if they are in good standing. These may be requested. A grade report will be furnished to each student at specified intervals.
6. At specified times during the year, comprehensive standardized or NCLEX review tests may be given. These may be required as part of the course as a pretest or post test or as a part of the NCLEX Review. These are never used as a sole determination of program success.
7. \*Practical Nursing Grading Scale:

A	94-100
B	87-93
C	80-86
F	73-79

\* This grading scale is applicable to Practical Nursing Program only. It is subject to change by Administrative/Board of Education decision. Students will be informed of any changes in writing. Grades will not be rounded to a high level. For example: 79.8 is recorded as 79 and not 80.

Regular grade reports will be provided to students. These grades will include all assignments/grades.

4. Individual theory/course grade:
  - 80% Unit tests, final exams, skills (as they are a part of pharmacology and fundamentals). Skills are included since skill checks are a test of proficiency prior to clinical performance.
  - 20% Assignments, pop quizzes
  - 100% Grade for Course
5. Student Records and Evaluations:

Periodic grade and performance reports will be provided at 6, 12 and 18 week intervals as well as at the end of the semester.

6. Clinical/nursing skill evaluation:  
The clinical skill/check off pertains to any procedure that may involve direct patient care performed in the lab or clinical site. These check offs must be completed prior to any clinical experience. Student must demonstrate proficiency on skill check off with only two separate attempts allowed. After the first failed attempt, the student will remediate then be scheduled per instructor for the second skill check off attempt. If second attempt is unsuccessful, it may be grounds for dismissal.
7. Clinical grade:  
100% Clinical performances (care plans, department objectives/synopsis, HESI assignments) and evaluations. These all count as test grades. Clinical experience is scheduled to enhance and apply knowledge and skills learned in theory. Clinical is a time to perfect the skills that have been practiced in the PN lab/classroom. Individuals are expected to maintain performance standards through frequent practice and application in clinical performance.
8. Students must maintain an 80 or above average in each course, except in certain designated areas where higher performance standards are required by the nursing profession. If a student misses a day of clinical, they will be required to complete an additional HESI adaptive/assignment or comparable unit. This will be completed in addition to other clinical assignments as given by the instructor.  
  
Some curriculum/textbooks/skill checks may require a different percent to pass than is stated on CIMC or other commercially prepared materials or textbooks. Performance expectations for High Plains Tech PN students will be clarified by the instructor as it applies to that unit.  
For example, the CIMC unit may state that an 85% is required to pass a medication administration unit. High Plains Tech requires that the student accomplish that with 100% accuracy because of the importance of that skill in the clinical area.
9. Students progress through the program by attaining semester objectives.
10. Periodic grade and performance reports will be provided at 6, 12 and 18 week intervals as well as at the end of the semester or course.

#### **IV. PN DISCIPLINE, PROBATION AND DISMISSAL**

1. Complaint/Appeal Procedure: Refer to HPTC Student Handbook.



2. Disciplinary action may be initiated for failure to adjust to the student role, unsafe nursing practice, or unprofessional conduct. Our program rules and regulations are similar to those rules governing the Licensed Practical Nurse as stated in OBN Nurse Practice Act.

3. All students are given information about student offenses and rule enforcement. Flagrant and/or repeated violation of these rules may result in the student being dismissed. The length of time allotted to improve grades or behavior will be stated at the time probation is begun. Certain behavior may be the basis for immediate dismissal.

Based on relevant circumstances, a single incident may justify immediate dismissal. Examples include but are not limited to:

- Fraud in documentation or violation of HIPAA/Confidentiality or facility policies
- Physical abuse
- Failure to perform for reasons of use of chemical substances

4. If at any time the student shows evidence of unsuitability for nursing by infraction of health facility policies and student policies, the health facility and/or school reserve the right to deny the student an opportunity to practice in any clinical area or continue in the program.

5. High Plains reserves the right to do random or announced drug testing and also background checks as a part of the application process, condition of clinical practice contracts and throughout the nursing program. HPTC follows the Drug Free School & Campus Program and the Weapon Free school policy.

6. Some reasons why student may be on probation or advised to leave school:

- a. Unsatisfactory scholastic grades, failure to turn in work at designated time, resorting to fraud, misrepresentation or deceit in taking examinations or completing assigned work, aiding or abetting other students in taking examinations or completing assigned work.
- b. Unsatisfactory or inappropriate behavior including sleeping in class, wearing SPN uniform when not affiliated with the practical nursing program.
- c. Unsatisfactory or unsafe performance in clinical area.
- d. Excessive absences or tardies, improper notification.
- e. Stealing, gambling, extortion.
- f. Improper use of drugs or alcohol.
- g. Showing disrespect for property, persons, uniforms.

- h. Possession, or use of dangerous or annoying instruments, including but not limited to firearms, explosives, fireworks, knives, razors, or weapons used for assault. (Refer to School Laws of Oklahoma.)
- i. Failure to identify self to school or health facility employee. Failure to be in compliant attire as required by clinical situations.
- j. Violation of HIPAA or breach of confidentiality.
- k. Vulgar or obscene language, gestures, or profanity, or racial slurs in any situation as a student practical nurse.
- l. **Cheating/Plagiarism:** Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, and in quizzes and tests. Any deviation from ordinary standards such as the permitted use of notes for an examination, or an “open book” test should be stated clearly by the instructor. A grade of zero (0) for all work resulting from cheating/plagiarism for student and any student who assisted the student to cheat may be given. Any student found to have committed these acts shall be ineligible for any academic honor or award for the school year. Cheating is defined as submitting work for academic evaluation that is not the student’s own, copying answers from another student during an examination, text messaging, using prepared notes for materials during an examination, or other misrepresentation of academic achievement submitted for evaluation and a grade.  
  
Plagiarism in research writing is considered cheating. Plagiarism is defined by the MLA (Modern Language Association) handbook as “the act of using another person’s ideas or expressions in writing without acknowledging the source...to repeat as your own someone else’s sentences, more or less verbatim.” This also includes information from the internet.
- m. Inappropriate use of social media i.e. (Facebook, Snapchat etc.) at clinical site, Classroom, or HPTC event.
- n. Students are expected to submit only their own work. They are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate citations. Examples of plagiarism include, but are not limited, to the following:
  - 1. Copying all or part of a theme, examination, paper, library reading, report, or other assigned written work from another person’s production.

2. Submitting as one's own work that which was wholly or partially done by another so as to appear to one's instructor as more accurate or skilled in one's work than one actually is.
3. Quoting material from a source, including the internet, without proper documentation.
4. Summarizing or paraphrasing from any source without proper documentation.
5. Misrepresentation of documentation or resources.
6. Using in reports or book reviews the opinion of a professional literary critic, or of a friend as though it were one's own original thought.
7. Submitting homework answers copied from another without explicit permission from the instructor.

#### **V. PN WITHDRAWALS, RE-ADMISSION AND TRANSFERS**

1. There is no leave of absence for PN program.
2. Readmission due to withdrawal or dismissal and/or admission by transfer are considered on individual basis by faculty and administration. Student records will be evaluated to determine academic standing at the time of withdrawal or dismissal. The program is not designed to allow for a single course to be taken alone.
3. All requirements for admission to this school must be met.
4. Credit for courses completed prior to readmission will be evaluated on individual basis through competency testing and/or skill demonstration.
5. The student may be admitted only at the beginning of a semester.
6. Re-admission with advanced standing will be considered on an individual basis. Cost and procedures will also be established on an individual basis.
7. Students may be referred to substance abuse programs and suspended/or dismissed from the Practical Nursing program. If dismissed, a student may not reapply for the Practical Nursing program for a period of at least one year. Documentation must include, but not be limited to: evidence of sobriety, negative results of random drug screens that meet the criteria used by HPTC, rehab treatment/counseling, documentation of sobriety, negative results of

random drug screens that meet the criteria used by HPTC, rehab treatment/counseling, documentation of evidence of sobriety and suitability to return to the Practical Nursing program.

A student wishing to withdraw from school is advised to discuss the matter with the Director and other instructors. A letter of resignation stating the reason for withdrawal is required as well as an exit conference and completing appropriate paperwork.

#### **VI. PN CHANGE OF LEGAL NAME**

When the student has a legal name change, the PN Director is to be given written notification so that the name change may be made on school and state records. A new name pin will be necessary (charge for a new name pin is payable when it is ordered). Identification by name and title is required by Oklahoma law when SPN is in health care facility.

#### **VII. PN TELEPHONE/COMPUTER/TABLET/FAX/INTERNET/ E-MAIL/SOCIAL NETWORKING**

Incoming phone calls: Students will only receive calls of an emergency nature. Notify the school or health care facility operator if it is an emergency call. Please do not request to use instructor or departmental phones.

Cell phones are allowed in classroom. They are not to be used in the clinical sites. The use of electronic media is not acceptable during tests. This may be seen as a form of cheating and may be reason for probation or immediate dismissal. Social networking as well as texting has special connotations in health.

**Names, addresses, phone numbers on file are for school use only. It is the student's responsibility to keep instructors informed of changes.**

Students who do not have a telephone need to give an emergency number or message number or make other arrangements for communication. Proper notification of absence or tardy is always the responsibility of the student. Instructors must be able to reach students in case of emergency/schedule.

A student shall not use computer, tablets, networks, software, internet, or e-mail for any purpose other than for expressed requirement of his/her course of study and goals of HPTC.

#### **VIII. PN MEDICATION ADMINISTRATION**

Students are not to administer any medications whether prescription or otherwise except as a matter of clinical/skills laboratory performance.

## **IX. PN PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES/HOSA**

1. Field trips both in and outside High Plains Technology Center's district are an integral part of the learning process. Students are expected to participate. Such trips are planned by the instructor and approved by administration. Students are representing the school and must dress accordingly. Transportation for all trips will be provided or approved by the HPTC administration.

A list of students to participate in a trip will be prepared in advance by the instructor and made available to the administration. Departure time, return time, and a written trip agenda and objectives will be supplied by the instructor to the administration and students.

Use of alcoholic beverages or (those whose container has the appearance of alcoholic beverages) drugs will not be tolerated and may be reason for termination. Professional behavior and dress code is required at all times.

2. HOSA (Health Occupations Students of America) is the official vocational student organization for students enrolled in practical nursing. HOSA is intra curricular and activities, local membership and participation are integrated into units of instruction and are an integral part of the PN program. Meetings need to be scheduled through the faculty. Roberts Rules of Order are basis for business meetings. Social, recreational, fund-raising and community activities may be planned. Committees may be appointed as necessary.

## **X. PN LIBRARY/MEDIA**

1. Library/Media resources have been purchased to enhance learning experiences.
2. Library/Media resources are available for use only by the students. Students should check with faculty about overnight use of books or equipment. Contents are HPTC property and cannot be loaned to outsiders.
3. If equipment or books are lost or become defaced while in SPN possession, it is the responsibility of that person to arrange proper restitution. All charges must be paid prior to graduation.

## **XI. PN PERSONAL APPEARANCE AND ACTIONS**

1. Safety and/or OSHA regulations may impose certain restriction on care of hair, facial hair, personal appearance or behavior. Certain clothing or protective apparel may be required.

Student uniform is worn only when the student is affiliated with the school/nursing program and not when employed by a health care facility.

Because of the nature of Practical Nursing program, high standards of professional appearance/behavior, and language must be maintained.

Attire must be appropriate to professional and/or educational setting. Neatness and cleanliness is a must. Proper personal and oral hygiene are necessary. If a student is counseled regarding inappropriate dress, hygiene, or appearance, students may return only after corrective action has been taken. Name badges are to be worn in designated areas at HPTC and in clinical areas.

2. Lost or Stolen Articles: The health facility and/or school cannot be responsible for any stolen/lost articles.
3. Gratuities and Gifts: Gratuities and gifts are not to be solicited from patients, family, or staff.

## **XII. PN CRIMINAL HISTORY/BACKGROUND CHECKS/ AFFIDAVIT OF RESIDENCE**

The Oklahoma Board of Nursing as a licensing agency and clinical practice facilities have laws and contractual requirements which include this information. Please be advised that clinical facilities have the right to prohibit a student from doing clinical practice as a part of the required practical nursing curriculum. Clinical practice hours are required to satisfy all requirements to successfully complete the Practical Nursing Program, receiving a diploma and be eligible to apply to take the licensure examination.

The Oklahoma Board of Nursing as a licensing agency has the authority to deny eligibility to take the licensing examination (NCLEX-PN) in Oklahoma if the candidate for licensure has been arrested or convicted of any offense including a deferred sentence or expunged offense within the past five years, or has ever been convicted of a felony or has ever had disciplinary action taken against another health related license, or has ever been judicially declared incompetent. The candidate is required to notify the Oklahoma Board of Nursing prior to being approved to write the NCLEX-PN Examination/National Council Licensure Examination for Practical Nursing.

Effective November, 2003: There will be a five (5) year bar from licensure if a person has been convicted of a felony. Failure to report such action may be a violation of the Oklahoma Nursing Practice Act.\* It is also important to note that some states have new laws that prohibit licensure by examination or endorsement in these cases. The Board reviews each case on an individual basis and has the right to request further information regarding specific situations, deny eligibility to take the exam or revoke license. If you have **ANY** questions regarding this, please contact Micky McDonald at High Plains Tech or the Oklahoma Board of Nursing at 405.962.1800. DO NOT DELAY!!!

\*Oklahoma Board of Nursing Information for Applicants for RN, LPN, or APRN Licensure, AUA Certification, or Reinstatement with History of Arrests, Convictions or Prior Disciplinary Action, Form X02, Revised 11/01/13.

Random or announced drug and/or background checks may be done throughout the nursing program or as a condition of clinical contracts. This background check may be OSBI or National including but not limited to violent offender, sexual offender, and fingerprinting.

According to present Oklahoma Law, an affidavit of legal residence and birth certificates are required prior to taking NCLEX exam.

### **XIII. PN HEALTH POLICIES**

1. Student may be required to have a physical exam in addition to the Health Statement that was completed by the applicant. The cost of the physical exam would be the responsibility of student. The school has the right to request and/or require documentation regarding health status/issues which could affect personal safety or compromise patient care or safety.
2. The student is responsible for their own hospitalization insurance and/or financial obligations related to health or injury. Since a student is not considered to be an employee of the school or clinical facilities, workers compensation is not applicable at any time. School and/or clinical facilities are not responsible for any medical expense or care due to accident or injury incurred while in PN program. Students are expected to practice principles of personal health as learned during their course of study. SPN is required to have a completed health statement and medical information form on file with Shannon Carrico.

3. The student shall meet the health policies of the clinical facility prior to beginning clinical. Certain immunizations and health screening are required by clinical contracts/criteria for student to meet clinical requirements of program: including but not limited to PPD, flu shots, MMR and Hep B Series initiated. Complete shot records due by 9/1/18.
4. A student injured in classroom or clinical should report immediately to the instructor in charge or charge nurse. Safety in all areas is of utmost importance. Accident form must be completed. Expenses are responsibility of student. Students are required to have an emergency contact number on file and keep it updated. The District accepts no liability in the school or clinical area if a student is injured while participating in school activities. If at school, he/she should report to the instructor and/or administrator. In the clinical area, the student should report to the instructor and follow the policies of the health agency. Students will be responsible for costs incurred. Students are not eligible for workers compensation since they are not employees of school or clinical facility. Additional documentation may be requested or required.
5. Faculty must be informed, in writing, of changes in health status. The curriculum and clinical experience are designed to meet specific program objectives. SPN is responsible for informing faculty when routine performance and activity might be detrimental to their health. Documentation may be requested. Strict confidentiality of health information is maintained at all times.
6. All cases of illness or infection must be reported to the instructor or the coordinator. Depending on the nature of the illness, a written statement may be required from the physician for a student to be able to return to school or the clinical area. If a student becomes ill, the instructor is to be notified. If a student exhibits symptoms of illness or inappropriate behavior that would affect his/her own safety or the safety of patients, he/she may be excluded from the clinical area or school. The instructor will make that decision based on nature of symptoms/illness and concern for welfare and safety of others associated with SPN. Due to the nature of the student's clinical experience, students returning to school after surgery, communicable diseases or health problems that limit one's skill performance will be required to provide a "return to work" statement from his/her physician describing any limitations. There is no leave of absence.
7. High Plains Technology Center complies with the defined regulation providing information and/or protection for HPTC employees and students - 38 - relating to 1) Blood Borne Pathogens Exposure Plan,



2) TB (Tuberculosis) Exposure Plan and American with Disabilities Act. Specific information relating to the health care field will be a part of the practical nursing curriculum.

8. As an occupation, Practical Nursing (Student Practical Nurse) requires that the person be able to meet physical requirements: reading small print such as that found on syringes, medication labels, hearing finite sounds such as heart/bowel sounds, taking blood pressure, instructions from staff and patients, fine motor skills and tactile movement as those associated with nursing procedures and medication administration, lifting and moving patients and equipment, stooping, standing, sitting, withstand physical and emotional stress.”

#### **XIV. PN STUDENT EMPLOYMENT**

It is recommended that students not work during the school year because of heavy demands of school work. It is important that added responsibility does not jeopardize your school performance or attendance. When a student is not in the classroom or clinical, the student is not a representative of High Plains Technology Center. Guidelines from the Oklahoma Board of Nursing are attached regarding the PN Tech job description. When students are employed in any position, the job descriptions of the facilities must be followed. This is especially true in the health field. It is important the student understands the difference between what the job description allows you to do versus your role when you are on clinical as a student practical nurse. Examples to consider are CNA, CMA, SPN, MAT, meds rotation, etc. This is congruent with the policies of the OBN and the workplace.

OKLAHOMA BOARD OF NURSING  
2915 North Classen Boulevard, Suite 524  
Oklahoma City, Oklahoma 73106  
405-962-1800

Information for Bulletins and Catalogues of Nursing Education Programs

I. In an effort to provide accurate and appropriate information in the bulletins and catalogues of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing education program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted.

II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A. “The (High Plains Technology Center Practical Nursing Program) is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;

Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13 Page 1 of 2 Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16 P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs
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5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is

made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §§567.5 & 567.6].”

III. The Board requests that this statement be included in your bulletin/catalogue.

IV. Regulatory Authority 59 O.S. §567.12

Board Approved: 7/92	OBN
Policy/Guideline: #E-05	
Board Reviewed w/o Revision: 1/29/13	Page 2
of -052	
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16	
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OKLAHOMA BOARD OF NURSING  
2915 N. Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800

**Employment of Nursing Students or Non-Licensed  
Graduates Guidelines**

When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician or a Practical Nurse Technician as follows:

- A. After evaluation of competency and as defined in the employing facility’s job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy, #P-02, Delegation of Nursing Functions to Unlicensed Persons.

- B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from any person authorized by state law to so prescribe [59 O.S. §567.3a(2)], or develop the plan of care.
- C. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.

Definitions:

- A. The Nurse Technician
  - 1. is currently enrolled in a program of registered nursing or between terms/semesters; or
  - 2. has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

Board Approved: 5/90  
 OBN Policy/Guideline: #E-04  
 Board Reviewed w/o Revision:  
 Page 1 of 2  
 Board Revised: 11/94; 7/26/01; 3/27/07; 5/25/10; 7/30/13; 3/21/17  
 P:/Administration/Executive/Policies/Education/E-04 Employment of Nursing Students or Non-Licensed Graduate Guidelines

- B. The Practical Nurse Technician:
  - 1. is currently enrolled in a program of practical nursing; or
  - 2. has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

#### **V. Job Description and Identification:**

- A. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.
- B. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.

Board Approved: 5/90

OBN Policy/Guideline: #E-04

Board Reviewed w/o Revision:

Page 1 of 2

Board Revised: 11/94; 7/26/01; 3/27/07; 5/25/10; 7/30/13; 3/21/17

P:/Administration/Executive/Policies/Education/E-04 Employment of Nursing Students or Non-Licensed Graduate Guidelines

#### **XV. PN GRADUATION AND LICENSURE**

1. In order to graduate, the student must maintain an 80 average in each course and clinical component. Make up work as well as all fees/tuition must be completed within designated time lines before the diploma is signed or official transcript is filed with OBN. At certain times during the year, comprehensive, standardized or NCLEX review tests may be given. These may be a part of the course as a pre or post test or as a part of NCLEX review. These are never used as the sole determination of a grade or progress.
2. All fees (tuition and program fees) must be paid prior to graduation. Equipment, books, etc. must be returned in satisfactory condition. The student must be in good standing with all assignments completed in theory and clinical before the diploma is signed and the application forms/transcript is sent to the Oklahoma Board of Nursing/NCSBN.
3. Expenses concerned with graduation are student's responsibilities. Graduation ceremonies will be held for each class at the completion of the program. Graduation arrangements must be approved by faculty and administration. All students who successfully complete the requirements are expected to participate in graduation ceremony. Students will not be allowed to participate in the graduation ceremony unless all theory/clinical assignments/grades are complete.

The HPTC of Practical Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to the Oklahoma Board of Nursing to write the NCLEX examination for

practical nurse licensure. The school will assist the student/graduate in completing the initial application for Oklahoma licensure by examination. Time lines and examination requirements vary state to state. It is important that the student/graduate works within the time lines for taking exam as specified by the Board of Nursing. This includes but is not limited to those requirements associated with felonies, arrests, and mental incompetence where the Board has authority to deny eligibility to test. The Oklahoma Board of Nursing as a licensing agency has the authority to deny eligibility to take the licensing examination (NCLEX-PN) if you have been convicted of a felony, arrested or judicially declared mentally incompetent. It is also important to note that some surrounding states including Texas, Louisiana and Arkansas have passed legislation which may restrict persons with selected offenses from being licensed and some states have new laws which prohibit licensure by examination or endorsement with specific arrest records. If you have any questions regarding this, please contact Micky McDonald at High Plains or the Oklahoma Board of Nursing at 405.962.1800. The Board reviews each case on an individual basis and has the right to request further information regarding specific situations, deny eligibility to take the exam or revoke license. (See details from Oklahoma Board of Nursing on page 37.)

OKLAHOMA BOARD OF NURSING  
2915 N. Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
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#### NCLEX or AUA Certification Applicants With History of Arrest/Deferred Sentence/Conviction Policy

- I. Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:
  - A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
  - B. The misdemeanor offense was not plea bargained from an initial felony charge; and C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and

prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).

III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.

IV. Regulatory Authority: 59 O.S. §567.8

Board Approved: 09/95 OBN Policy/Guideline #E-20 Board Reviewed w/o Revision: 3/18 Page 1 of 1 Board Revised: 1/2000; 9/01; 11/02; 1/05; 1/09; 11/09; 11/14 P:/Administration/Executive/Policies/Education/E-20 NCLEX or AUA Certification Applicants with History of Arrest -Deferred Sentence-Conviction Policy
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#### TUITION, FEES, AND REFUND POLICY 2019-20

**Deposit:** \$50 non-refundable deposit is required when student is notified of acceptance into the PN program. This does not apply to tuition.

**Tuition/Fee:** In district: \$3021.75 per year plus program fee of \$3000 for books, materials, and fees for a total of \$6021.75.

**Tuition/Fee:** Out of district: \$6043.50 per year plus program fee of \$3000 for books, materials, and fees for a total of \$9043.50.

If student has been approved for financial aid or an agency is going to pay for tuition and fees, there must be an official notification to the Registrar as stated in the acceptance letter. Financial aids and agency funding are received only by those who apply and meet specific individual criteria.

If students are receiving financial aid, the amount of the educational aid check will be applied to the unpaid portion of fees and tuition until that is paid in full.

Students should have a contingency plan for payment since the process of applying for financial aid or agency funding does not necessarily guarantee the funding will be received. It is also important to note continued funding requires satisfactory progress be shown throughout the program. Satisfactory progress means the student meets specified academic and attendance criteria. Financial aid is not meant to meet all the necessary living/personal expenses incurred by the student during the school year.

Tuition payment plan:

- a. For those who do not have official notification of financial aid or agency on file, a payment schedule is developed with registrar by July 15 as stated in the letter of acceptance. Due dates and payments are established at that time.
- b. Students should insure payments are current and made in a timely manner. Failure to comply with the payment plan will result in the student not being able to continue in the program past the date the payment was due.
- c. The payment plan specifically outlines monthly amounts for in district and out of district payments. All tuition must be paid by May 1.

#### **REFUND POLICY:**

If a student withdraws, drops, or for some reason fails to complete a period of enrollment for which they owe or have been charged, High Plains Technology Center will calculate the amount of tuition due or that which may be refunded based on number of days attended. The program fee of \$3000 will not be refunded. Regardless of the number of days attended, program fee of \$3000 must be paid in full.

Refunds for students receiving any financial aid will be calculated by financial aid department according to pertinent rules and regulations.

#### **Estimated Costs**

Program Fees:

Items may include but are **not** limited to: (List may be subject to change by administrative decision.)

Course Textbooks  
ODCTE Curriculum  
HESI Curriculum  
HESI Review & Assessment Materials  
Student Uniforms  
Live Review for NCLEX-PN Examination



Professional Liability Insurance

Name Tags

Items that are not covered in the program fee or tuition but considered essential for the program may include but not be limited to: Immunizations/preclinical health screening, optional conferences, graduation uniform and shoes, field trips/meals, watch with second hand, field trip/organization fees, shoes for clinical, stethoscope, bandage scissors, all fees associated with NCLEX/NCSBN exam, including but not limited to background checks/fingerprinting/photo id, etc.



### ***Practical Nursing***

\_\_\_ I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

\_\_\_ I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as a nursing student. I will adhere to HIPAA guidelines.

\_\_\_ I will not use vulgar or obscene language or, gestures or profanity or any racial slurs in any situation.

\_\_\_ I have/will read the syllabus/learning units of each nursing course. I understand the criteria established for grading my coursework. I understand 80 or higher is a passing grade for each course. Grades will not be rounded. For example, 79.8 is recorded as 79 and not rounded to higher level of 80.

\_\_\_ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the Code of Ethics for Nurses (ANA, NFLPN).

\_\_\_ I understand I must comply with random or announced drug tests or background checks.

\_\_\_\_\_SPN Initial

\_\_\_\_\_ I will maintain and uphold the academic integrity policy of the Practical Nursing Program and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or falsifying information about any situation.

\_\_\_\_\_ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the Practical Nursing Program.

\_\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the Practical Nursing Program.

\_\_\_\_\_ I will not accept or access any unauthorized information related documentation associated with any aspect of patient care including that of patient, patients' family, or clinical staff.

\_\_\_\_\_ I will sign my own papers and other documents. I will not sign any other student's name to class rolls, projects, special assignments or documents related to patient care or classroom activities.

\_\_\_\_\_ I will not allow any student access to any of my paperwork for the purpose of copying.

\_\_\_\_\_ I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue/social media nor will I leave/save any patient, family, faculty, clinical facility or student information on any open access desktop, hard-drive or tablet. I will not take unauthorized photos or videos in any of these circumstances.

\_\_\_\_\_ I will comply with the standards of Drug Free Schools/Workplace. I understand reasons for random or announced screenings may include but not be limited to those associated with clinical contracts, school/program policy, post accident or incident testing, reasonable suspicion or for cause testing.

\_\_\_\_\_ I will comply with Internet/Computer Use/Tablet/Cell Phone Policies of HPTC or other facilities where I may be scheduled as well as copy right laws.

\_\_\_\_\_ I will comply with all tuition/ fee policies.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name



## *Practical Nursing*

<b>Course Title</b>	<b>Theory- Lab</b>	<b>Clinical</b>
<b>4</b>		
Medical Terminology	45	0
Anatomy and Physiology	120	0
Introduction to Nursing	40	0
Long Term Care Nursing Assistant	59	16
Fundamentals of Nursing	160	0
Clinical Nursing I	0	80
Pharmacology & Intravenous Therapy Skills	66	0
Medical Surgical Nursing I	78	0
Clinical Nursing II	0	224
Medical Surgical Nursing II	78	0
Pediatric Nursing	45	0
Maternal - Child Nursing	45	0
Mental Health Nursing	40	0
Clinical Nursing III	0	232
Transition to Practice	15	0
Clinical IV- Transition to Practice	0	120
	<hr/>	<hr/>
	791	672
 <b>Theory/Lab</b>	 <b>791 hours</b>	
<b>Clinical</b>	<b>672</b>	
	<hr/>	
<b>Total</b>	<b>1463 hours</b>	