

The Future is Yours at SOTC!

TOP 10 EXPECTATIONS

1. Come to class and learn
 - Attendance
 - On time
 - Supplies, uniforms
2. Be polite and respect others
 - Respect others and the schools property
 - No bullying
 - No sexual harassment
3. Do dress appropriate
 - In social good taste
4. Use proper check out procedures
5. Be courteous on the bus
6. Drive safe and courteously
 - Be aware of construction vehicle
 - Observe speed limit
7. Do follow the rules
 - No tobacco
 - No alcohol
 - No drugs
8. Use proper names
9. Use Technology responsibly
 - Visit only websites utilized for class
 - No cyber bullying
10. Use cell phones appropriately
 - Off during class
 - Use appropriately

TCTW KEY PRACTICES

(Technology Centers That Work)

High expectations
Career/technical studies
Work-based learning
Guidance
Culture of continuous improvement

Program of study
Teachers working together
Students actively engaged
Extra help
Academic studies

ADMINISTRATION

Superintendent/Chief Executive Officer
 Assistant Superintendent
 Student Services Director/Program Director
 Program Director
 Adult Health Director/Instructional Design
 Program Director
 BIS Director
 Director of Human Resources
 Director of Finance

Dr. David Powell
 Jayne Huffman
 Dianna Fisher
 Russell Keeton
 Alisha Mason
 Augie Velasco
 Jason Phipps
 JoAnn Simon
 Connie Pelton

BOARD OF EDUCATION

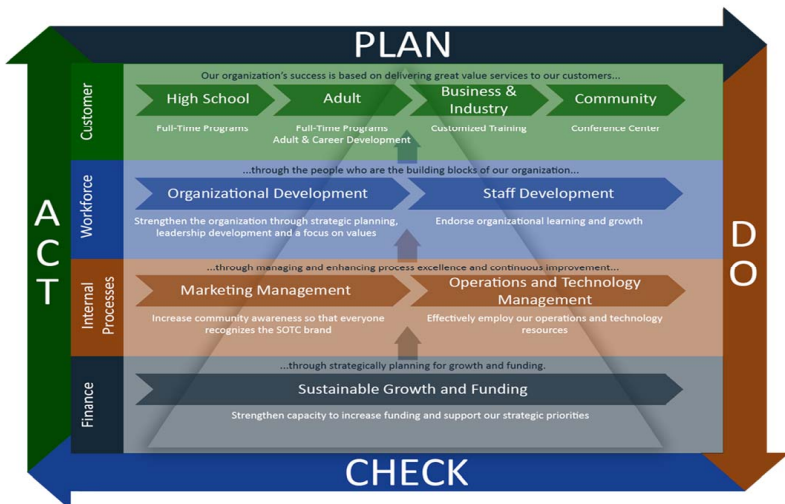
President
 Vice President
 Clerk
 Member
 Member

Robert Thomason
 Dana Gossvener
 Bill Coleman
 Richard Chadwick
 Georganne Westfall

Any changes to this packet will be posted on our website www.sotc.edu

Mission, Vision, and Values (MVV)	
Mission:	SOTC provides quality education and training services to secure the future of Southern Oklahoma.
Vision:	Southern Oklahoma Technology Center will be recognized as a model of excellence in career and technology education.
Values:	Competence Accountability Innovation Service Listening Collaboration Employee Involvement

How we will maintain our Mission and achieve our Vision through the use of our Values:



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SECONDARY INSTRUCTIONAL PROGRAMS

2016-2017 School Calendar

BOARD APPROVED 2/12/16

FALL SEMESTER

August 11	Fall Semester Begins— ALL STUDENTS REPORT TO CLASS
September 5	Holiday – Labor Day (Campus Closed)
October 21, 24	Secondary Instructional Programs closed – Fall Break (Campus Closed)
November 21-23	Secondary Instructional Programs closed (Campus Closed)
November 24-25	Holiday – Thanksgiving (Campus Closed)
December 16	Fall Semester Ends (<u>84 instructional days in session</u>)
December 19, 20, 21, 22 27, 28, 29	Secondary Instructional Programs closed (Campus Closed)
December 23, 26	Holidays – Christmas Eve & Christmas (Campus Closed)
December 30	Holiday – New Year’s Eve (Campus Closed)
January 2	Holiday – New Year’s Day (Campus Closed)

SPRING SEMESTER

January 3	Spring Semester Begins
January 16	Secondary Instructional Programs closed – Professional Development
March 13-17	Secondary Instructional Programs closed – Spring Break (Campus Closed)
April 14	Holiday – Good Friday (Campus Closed)
April 17	Secondary Instructional Programs closed – Professional Development
May 19	Spring Semester Ends (<u>91 instructional days in session</u>)

**SOTC’s school calendar may differ somewhat from the high school student’s home school calendar. Students are expected to be in attendance at SOTC any day that classes are in session. High school students are also expected to comply with the attendance policies of their home schools. In the event that a student’s home school is closed but SOTC is not, the student will be expected to be in attendance at SOTC. The buses will follow the normal route schedule whenever SOTC is in session. (Policy EG)

GENERAL STUDENT POLICY

THE FOLLOWING POLICIES AND PROCEDURES ARE CONDENSED FOR THIS PACKET AND ALL STUDENT POLICIES AND PROCEDURES CAN BE VIEWED IN FULL ON OUR WEBSITE AT www.sotc.edu.

1. **INTRODUCTION**

Welcome to Southern Oklahoma Technology Center (“SOTC” or “District”). Your presence here indicates that you have a sincere interest in technology education. Your application for enrollment was reviewed carefully, and you have been accepted because you have potential for success in the program you have chosen. In order to ensure your success, your complete understanding of SOTC’s policies and procedures is required along with your full cooperation in abiding by them. SOTC’s policies and procedures are subject to revision by the SOTC Board of Education and should be reviewed for your information on our website.

2. **NON-DISCRIMINATION** (Policy AB)

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

3. **TOBACCO PRODUCTS** (Policy BB)

All District property is designated as non-smoking and tobacco free. Smoking or the use of any tobacco product, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, or vapor e-cigarettes shall not be allowed in any District-owned building, anywhere on District’s campus, or in any vehicle owned or leased by District. All entrances to any District-owned building shall be posted with signs stating that smoking and the use of tobacco is prohibited. Smoking or other use of the above listed tobacco or vapor e-cigarette related products by District employees or students while in or on school properties or while participating in a District-sponsored event are specifically prohibited.

4. **SAFETY EDUCATION** (Policy BC)

The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, awareness of rape, acquaintance rape, other sex offenses, and emergency procedures and practices - including encouraging students and employees to be responsible for their own security and the security of others. Programs will also be offered to students and employees regarding the prevention of crimes. In addition, safety education shall be provided to students as is necessary and appropriate to the program in which the student is participating.

5. VACCINATIONS

The Oklahoma Immunization Act requires all students to meet immunization requirements before they enter or attend any public or private school in the state. It allows exemptions for medical, personal, or religious reasons. If you are exempt from immunizations, please fill out an Immunization Exemption Form which is located in Student Services.

6. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Policy EF)

FERPA affords parents and students over 18 years of age (eligible students) with certain rights with respect to the student's educational records. These rights include:

- Right to and procedure for inspecting and reviewing student's education records
- Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights
- Right to consent to disclosure of personally identifiable information contained in student's education records
- Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements
- Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent

For additional information, please go to: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

7. TRANSPORTATION (Policy BF)

The District shall furnish transportation to enrolled students who reside within the District to and from the student's home high school. Adult students may request in writing to their Program Director the same transportation service, however these requests will be considered on a 'case by case' basis. Such transportation may be provided either with District-owned buses or through contractual arrangements with the high schools that are sending students to SOTC. Students shall be expected to comply with any administrative regulations regarding conduct on buses.

BUS RIDING RULES

Riding an SOTC school bus is a privilege and the privilege may be taken away for failure to abide by the rules listed below. **If a student desires to ride a bus that is not their normal route, prior approval must be obtained by an SOTC**

administrator before the student is allowed to board the bus.

ALL PASSENGERS ARE SUBJECT TO AUDIO AND VIDEO SURVEILLANCE!

PRIOR TO LOADING – STUDENTS SHOULD:

- Be on time at the designated school bus stop – keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful when approaching bus stop.
- Respect people and their property while waiting for the bus.

WHILE ON THE BUS – STUDENTS SHOULD:

- Keep all parts body inside the bus.
- Refrain from the use of any type of tobacco, alcohol, or drugs.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
- Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep aisle clear.
- Remember that use of foul language or cursing will not be tolerated.
- Not throw objects in or out of the bus.
- Remain in your assigned seat; it is your responsibility.
- Remain quiet when approaching a railroad-crossing stop.
- Refrain from horseplay and fighting.
- Be courteous to fellow students and bus driver.
- Remain in the bus during road emergencies except when it may be hazardous or unsafe to do so. (Hazardous or unsafe emergencies will be determined by the driver.)
- Remember that knives or other sharp objects are prohibited.
- Refrain from all other types of behavior deemed by the bus driver or Technology Center Administration as inappropriate or unacceptable.

AFTER LEAVING THE BUS – STUDENTS SHOULD:

- Go at least ten (10) feet in front of the bus stop, wait for the bus driver's signal, and stay clear of traffic.

EXTRACURRICULAR TRIPS:

The above rules and regulations will apply to all trips under school sponsorship.

PENALTY FOR DEFACING A SCHOOL BUS:

First Offense: Mandatory suspension from riding the school bus for up to five (5) days and payment of damages in full before the student may return to riding the bus.

Second Offense: Mandatory suspension from riding the school bus for up to remainder of the school year and full payment of damages.

PENALTY FOR UNACCEPTABLE CONDUCT ON A SCHOOL BUS:

Any conduct that subjects the other riders or driver to verbal or physical abuse or causes unsafe conditions or which is deemed by the Technology Center Administration to be unacceptable or inappropriate, may result in the student(s) involved being expelled from riding the bus up to the remainder of the school year.

8. SEXUAL HARASSMENT (Policy BH)

The District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or applicant for employment on the basis of gender. The District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

9. STUDENT GRIEVANCES (Civil Rights Policy BI)

A student of the District may submit a complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability. The grievant is encouraged to visit with the compliance officers, Russell Keeton and Alisha Mason, and make a reasonable effort to informally resolve the problem or complaint. Filing a complaint and investigation procedures are as follows:

- If the Complainant desires to proceed with a Complaint, then, the Complainant shall submit a Complaint to a Compliance Officer immediately but no later than fifteen (15) days after the alleged violation. The requirement for timely submission will allow the District to properly investigate and to adequately address the issues raised. Students shall submit complaints to one of the Student Compliance Officers; employees should submit complaints to the Human Resources Director who shall serve as the Compliance Officer for employee complaints under this policy. In either case, the Compliance Officers and the Human Resources Director shall provide the Superintendent with a copy of the Complaint. The Complaint shall state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, and the requested action.
- Within ten (10) days of receiving the Complaint, the Compliance Officer

shall notify the Respondent of the Complaint and shall provide a copy of the Complaint to the Superintendent.

- Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives.
- Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall schedule a hearing with the Complainant and the Respondent. In determining whether a violation has occurred and whether there has been discrimination, the Compliance Officer shall consider A) the surrounding circumstances, b) the nature of the behavior, c) past incidents or continuing patterns of behavior involving either the Complainant or the Respondent, d) the relationship between the parties, f: the ages of the parties, and g) the context in which the alleged violation occurred. The Compliance Officer shall determine on a case-by-case basis considering all of the facts and circumstances presented whether a violation of a person's civil rights has occurred.
- Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Board.
- Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall notify the Board and the Superintendent of the request for a hearing and shall schedule a hearing to be conducted by the Board. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer receives notification of the request for a Board hearing. A hearing before the Board shall generally consist of a review of the written record and any tape recording of the hearing conducted by the Compliance Officer, unless the Board requests additional information of the parties.
- The Board shall render its decision on the Complaint at the Board meeting where the hearing is held. The Board may affirm, reverse, or modify the decision of the Compliance Officer. The decision of the Board shall be final and shall be reflected in the minutes of the Board meeting. If the Complainant is not present at the Board meeting, the Compliance Officer shall notify the Complainant in writing of the Board's decision.
- All employees and students shall cooperate with any investigation of the violation of this policy.

Extension of Time: Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a Complaint is filed until the Complaint is resolved shall not exceed one hundred eighty (180) days.

Confidentiality of Records: All records, complaints, notes, documents, and

statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Office to the extent possible. Disclosure of the Complaint and facts surrounding the Complaint shall be limited to those persons with a need to know, including but not limited to, the Superintendent, appropriate supervisory personnel, the Respondent, and other persons to the extent necessary to fully investigate the Complaint. If a Complainant wishes to remain anonymous, the Complainant shall be informed that such confidentiality may significantly limit the District's ability to fully investigate and respond to the Complaint.

No information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to Complaints shall be maintained for three (3) years after resolution of the Complaint or after completion of the investigation of a Complaint.

Discipline: The Compliance Officer may recommend to the appropriate supervisory personnel that students or employees who are found to have engaged in discrimination in violation of the District's policies prohibiting discrimination be disciplined. An employee may be subject to disciplinary action up to and including termination or non-reemployment. A student may be subject to disciplinary action up to and including suspension or expulsion.

Retaliation: No person shall take any retaliatory action against a Complainant or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth above.

10. INTERNET ACCESS, INTERNET SAFETY, AND ACCEPTABLE USE POLICY (Policy BJ-R1)

PURPOSE: The purpose of this policy is to establish a set of guidelines and expectations that will enhance learning at SOTC while protecting employees, students, and partners from illegal or damaging actions by individuals either knowingly or unknowingly. Inappropriate use of technology exposes the District to many risks including viruses, compromised data, and other legal liability.

SCOPE: This policy applies to employees, students, partners, contractors or any other guests who access District resources using District owned or personal equipment.

Acceptable Use - The use of District resources must be in support of education or research and consistent with the educational objectives of Southern Oklahoma Technology Center. Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, material protected by trade secret, or other confidential information. Use for commercial activities, product advertisements, religious

promotion, or political lobbying is also prohibited.

Intellectual Property - All “Intellectual Property”, meaning databases, audio visual material, electronic circuitry, computer software, computer files, communications, information, inventions, or discoveries, generated through any activity associated with the District will be considered sole property of the District.

General Use – Employees, students, partners, contractors or guests are responsible for exercising good judgment regarding the use of the District’s technology resources. The following activities are, in general, prohibited. While the list is not exhaustive, it is an attempt to provide a framework for activities which fall into the category of unacceptable use.

Introduction of malware or malicious software onto District resources is prohibited.

Port scanning or security scanning is expressly prohibited.

Executing any form of network monitoring which intercepts data not intended for the recipient is prohibited unless this activity is part of an employee’s normal job/duty.

Revealing your password to others or allowing others to use your account is prohibited.

Circumventing user authentication or security of any host, network or account is prohibited.

Bypassing or attempted bypassing of internet filters or other monitoring software is prohibited.

Using any program, script, or command with the intent to interfere with or disable a user’s session is prohibited.

Sending unsolicited email messages, including the sending of “spam” or other advertising material to individuals who did not request such material is prohibited.

Posting non-business related messages to large numbers of individuals, including forwarding of chain letters or other “inspirational” type messages is prohibited.

Storing large amounts of personal photos, music files or other data on District owned servers or computers is prohibited.

Internet Etiquette (Netiquette) - Social Networks, Blogs, Bulletin Boards, Forums, News groups, email, etc. – Internet Etiquette or “Netiquette” is acceptable behavior in electronic communication. All students are expected to comply with the District’s “Netiquette” guidelines as outlined below when participating in online discussions or activities. This list is not exhaustive and is meant to provide a framework for appropriate behavior.

Don’t Participate in Flame Wars. (*A flame war is a heated argument between two individuals that results in those involved posting personal attacks on each other.*) It’s okay to disagree or constructively criticize an idea, but never personally attack another person.

Always review and edit your communication before submitting. Check grammar and spelling.

Keep your communications as clear and concise as possible. Acronyms (LOL, IMHO, TTYL, etc.) are not acceptable.

Respect and protect personal privacy. Do not share personal, family, or classmate information. (e-mail addresses, phone numbers, birth dates, etc.) Do not “tag” individuals in photos that have requested not to be identified.

Be informal, not sloppy. Your colleagues may use commonly accepted abbreviations in e-mail, but when communicating with external customers, everyone should follow standard writing

Keep messages brief and to the point. Just because your writing is grammatically correct does not mean that it has to be long.

Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU’RE SHOUTING. Using all lowercase letters looks lazy.

Use the blind courtesy copy and courtesy copy appropriately. Don’t use BCC to keep others from seeing who you copied.

Be sparing with group e-mail. Send group e-mail only when it’s useful to every recipient. Use the “reply all” button only when compiling results requiring collective input.

Don’t send chain letters, virus warnings, or junk mail. Always check a reputable antivirus Web site or your IT department before sending out an alarm.

Don’t post or respond to any of the “Make Money Fast” postings. Most are illegal, and no one will deposit any money into your account!

Remember that your tone can’t be heard online. Electronic communication can’t convey the nuances of verbal communication. In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don’t appear unprofessional.

Use a signature that includes your contact information. To ensure that people know who you are, include a signature that has your contact information. Avoid pictures or large text in signatures.

Harassment/Bullying - With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students, employees, patrons, and guests regardless of where the electronic communications originated.

Warranty - Southern Oklahoma Technology Center makes no warranties of any kind. The District is not responsible for any damages resulting from loss of data, delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the District’s technology resources is at your own risk.

Privacy – While the District desires to provide a reasonable level of privacy, users should be aware that data or communications transmitted or stored using District resources is considered property of the District and may be accessed at any time without notification. For security and network maintenance purposes, authorized individuals within the District may monitor equipment, systems, and network traffic at any time.

11. ATTENDANCE POLICY FOR FULL-TIME PROGRAMS (Policy EB)

The SOTC attendance policy is modeled after the workplace. Students are expected to be in class every day of school and take care of personal business on their own time. Student attendance will be recorded daily and will become part of a student's permanent record.

ATTENDANCE GUIDELINES FOR HIGH SCHOOL STUDENTS

Southern Oklahoma Technology Center is committed to prepare students for the workforce. This includes a good work ethic which is needed in business and industry. Due to our commitment to training students for success in the workforce, attendance is crucial. A grade of NG may also be given to students in programs requiring physical attendance. Fulltime programs have a maximum of 10 absences per semester. (excluding principal approved high school activities) . This includes tardies (3 tardies is equal to 1 absence). SOTC understands that sometimes extenuating circumstances can occur and an appeal of a "No Grade (NG)" can occur by filing the appropriate form for an appeal. An appeal will be determined by an attendance committee. The appeal for a "No Grade" must be received within 15 days after the semester's grading period. Students may bring documentation for absences before class, after class and during break time to student services.

State Law allows 10 extracurricular absences per year for high school students. These absences **must be reported to the SOTC Attendance Clerk by the high school principal** (no exceptions). Certain activities which are part of the curriculum are excluded from the 10 day rule, including: District, State and National Leadership Activities, Career Development Events, Project Exhibition (including livestock shows), and Career Guidance Events.

TARDIES

Tardiness is considered to be a poor work habit, and excessive tardiness can result in dismissal from the program. A tardy will be recorded by the instructor when the student arrives after class begins or leaves prior to the end of class. Three tardies equal an absence. Attendance conferences will be scheduled with the Student Services Director, a Program Director, or Assistant Superintendent as needed for excessive tardies.

UNSATISFACTORY ATTENDANCE

Students with unsatisfactory attendance/and or a F grade will be advised to return to their respective home school, full time, at the end of the semester.

NON-ATTENDANCE

Students who are absent 5 consecutive days without notifying the SOTC Attendance Clerk may be administratively withdrawn.

SEMESTER EXAM EXEMPTION (HIGH SCHOOL AND ADULT)

Students meeting the exemption criteria will be exempt from the semester exam.

Exemption Criteria:

- “A” average and no more than 2 absences
- “B” average and no more than 1 absence

LEAVE OF ABSENCE FOR ALL STUDENTS (HIGH SCHOOL AND ADULT)

A leave of absence will be considered on a case by case basis (Example: extended illness or serious injury and may not exceed 60 days within a 12 month period).

The LOA must be requested by the student on or before the 4th consecutive absence. The LOA form should be requested by the parent, high school, or student from student services. The student must contact the program director and provide appropriate documentation for the leave to be considered.

A LOA may be granted if the student is unable to request the leave on or before the 4th absence due to unforeseen circumstances (such as a car wreck) as long as the student provides documentation at a later date. Medical documentation of illness or injury must be received before LOA is applied. If a student receiving financial aid is granted an LOA and does not provide proper documentation or return at the designated time or contact the school within 5 days of the LOA end date, the student will be administratively withdrawn as of the first day of the LOA and may owe a return of financial aid to the Government and/or the school.

ATTENDANCE GUIDELINES FOR ADULT STUDENTS **(LPN & Dental Hygiene listed separately by department)**

Adult student are expected to attend class each day and be on time. Adult students should earnestly consider their commitment to meeting attendance requirements because violation of the Attendance Policy can result in loss of financial aid and/or dismissal from the program.

In addition to SOTC’s Adult Attendance Policy, adult students receiving financial aid (Federal, State and school grants, waivers and scholarships) are also subject to the Satisfactory Academic Progress Policy and a minimum attendance percentage. Students receiving financial aid are required to attend, at a minimum, 90% of their scheduled payment period hours each semester. This can become problematic for a chronically absent student when semesters and payment periods end at different times.

Per the Adult Attendance Policy an adult student can miss no more than 10 days per semester for a grave illness or emergency. Absences and tardies are included in the 10 day total. An absence is equal to 3 hours or ½ day, 8am to 11am or 12:30pm to 3:30pm. Three (3) accumulated tardies also equal an absence. Students who accumulate 10 or more absences during each semester will receive a “no grade or NG” for the semester. While a NG does not affect a student’s GPA, it is punitive and

the student is suspended from further financial aid (VA benefits, Federal and State Aid and school scholarships) unless an appeal is granted.

If extenuating circumstances occur, an appeal of a “No Grade (NG)” can be submitted to Student Services and the outcome will be determined by an attendance committee. The appeal must be received within 15 days after the end of the grading period and documentation must be included.

Per the Financial Aid Attendance Policy a student receiving Federal Pell Grant, State OTAG Grant, SOTC administered Nobel and Henry Bridge Scholarships or SOTC Fee Waivers must, in addition to meeting the SAP Policy (on page 27) attend at least 90% of their scheduled payment period hours in order to continue receiving financial aid. The absence time allowed will vary depending on the length of the Program and could include two or more payment periods.

For example: John is enrolled full time in a program that is 900 hours in length and would have 2 payment periods of 450 hours each. John could miss no more than 45 hours or 7 and ½ days for the pay period ($450 \times 10\% = 45 \text{ hours}/6 = 7.5 \text{ days}$). Sally is enrolled half time in a program that is 600 hours in length and would have 2 payment periods of 300 hours each. Sally could miss no more than 30 hours or 10 days for the pay period ($300 \times 10\% = 30 \text{ hours}/3 = 10 \text{ days}$). Keep in mind that a pay period for a half time student is twice as long as a pay period for a full time student. A student will be informed of the maximum absence allowed each pay period for his/her career major.

Adult students must meet the Attendance Policy as well as the Satisfactory Academic Progress Policy (see page 27) to receive Federal and State Aid and SOTC waivers and scholarships. Future financial aid payments will be deferred until these policies are met.

The following absences are exempt and will not count against the 90% attendance policy:

- Subpoenaed Jury Duty
- Subpoenaed Court Appearances
- Military Duty

Documentation must be submitted to Student Services and the Financial Aid Coordinator.

TARDIES

THREE TARDIES EQUAL AN ABSENCE

Tardiness is considered to be a poor work habit, and excessive tardiness can result in dismissal from the program. A tardy will be recorded by the

instructor when the student arrives after the class begins or leaves prior to the end of class. **Absences from accumulated tardies count against the 90% attendance policy.**

ATTENDANCE CONFERENCES

Attendance conferences will be scheduled with a Program Director as needed for excessive absences/tardies. The Student Services Director or counselors may assist as needed.

UNSATISFACTORY ATTENDANCE

Adults with unsatisfactory attendance and/or a failing grade will face possible suspension from the program and will forfeit financial aid including SOTC tuition scholarships and will receive a bill for any outstanding charges.

NON-ATTENDANCE

Students who miss 5 consecutive days and have made no attempt to contact their instructor or program director will be automatically withdrawn from their program of study.

12. GRADING PROCEDURES (Policy EC)

GRADING SCALE

A	90-100	D	60-69
B	80-89	F	0-59
C	70-79	I	Incomplete

An “I” will become an “F” on those student’s transcripts if not removed by completion of satisfactory progress within two weeks of the end of the semester.

GRADING PERIOD

Student progress reports will be issued by the instructor at regular intervals throughout the semester to students failing or at risk of failing. All students will receive a grade report at the end of each semester.

GRADING PROCEDURES

Each instructor’s grading procedure will be explained in the class syllabus. Students shall be given the class syllabus on the first day of school and will be on file in the program director’s office.

UNSATISFACTORY PROGRESS FOR HIGH SCHOOL STUDENTS

A student making unsatisfactory academic progress (F) will be advised to return to their home school at the end of the semester.

UNSATISFACTORY PROGRESS FOR ADULTS

An adult student making unsatisfactory academic progress (F) at the end of the

semester will be suspended from the program. The student can re-establish financial aid eligibility by paying for the next payment period with an SAP review after 9 weeks. Upon satisfactory review a student's financial aid can be reinstated.

13. **COOPERATIVE ALLIANCE PROGRAMS/PRIOR LEARNING ASSESSMENTS (PLA)**

Students may receive college credit through national and state assessments and Prior Learning Assessments (PLA) as available through Oklahoma Higher Regents, Oklahoma State Department of Education and Oklahoma Department of CareerTech Education.

14. **IDENTIFICATION BADGES**

All enrolled students must have, on their person, a student identification card while on School property. The ID card is intended to serve as proof of an individual's status at SOTC and provide access to many resources only available to currently-enrolled SOTC students within the specified School program divisions. The student must possess their ID badge every day. Students must show their ID upon request to any School Official or Security Officer. Should the student's ID badge be lost or stolen, it must be reported immediately and the student is responsible for replacing the badge at an approximate cost of \$10. See class syllabus for specific class requirements.

15. **EMERGENCY SITUATIONS**

When emergency situations occur, all students should follow specific instructions posted in their classroom or respond as directed by an SOTC Instructor/Staff Member.

16. **STUDENT ORGANIZATIONS** (Policy ED)

Enrollment at SOTC automatically allows a student to join the student organization applicable to the course in which the student is enrolled. Instructors will introduce students to the organizations and the benefits to be derived from participation. The purpose of student organizations is to develop leadership, pride in craftsmanship, and appropriate skills for the workplace.

SOTC STUDENT ORGANIZATIONS

- **SkillsUSA** – The mission of SkillsUSA is to help its members become world-class workers, leaders and responsible American citizens.
- **Business Professionals of America (BPA)** – The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
- **Health Occupations Students of America (HOSA)** – The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development

of all health science technology education students, therefore, helping students to meet the needs of the health care community.

- **Student – American Dental Hygienists’ Association (SADHA)** – The mission of SADHA is to advance the art and science of dental hygiene by increasing awareness of the benefits of prevention; promoting the highest standards of dental hygiene education, licensure, practice and research; and representing and promoting the interests of dental hygienist students.
- **National Technical Honor Society (NTHS)** – To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

17. **STUDENT SERVICES** (Policy EE)

Student Services staff are here to assist you with any concerns you may have and they are available for students between the hours of 8:00 a.m. and 4:00 p.m. Their offices are located in “A” building.

Student Services Director
Carl Perkins Counselor
Carl Perkins Specialist
Financial Aid Coordinator
Academic Enhancement

Instructor/Communications
Academic Enhancement Instructor/Math
Dropout Recovery Instructor
Registrar/Attendance Clerk
Assessment Assistant
Adult Attendance

Dianna Fisher
Arlene Dupree
Whitney Elmore
Terri Downs
Sandy Babcock

Kenneth Shade
Jan Hayes
Rita Mitchell
Lyndsey Wallace
Program Directors

SERVICES TO STUDENTS WITH DISABILITIES

SOTC provides reasonable accommodations and support for students with disabilities and Special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodations, or need a copy of the complete Notice of Rights: Section 504/ADA, contact Dianna Fisher at 224-8263.

TESTING AND ASSESSMENT

Lyndsey Wallace is our Assessment Assistant and provides various testing for students. These tests include: COMPASS, Accuplacer and TABE (pre-enrollment test), OK Career Guide – Interest Inventory, Competency tests, CNA tests, EPA tests, State Merit tests and WorkKeys. For more information, contact Lyndsey Wallace at 224-8202.

DROPOUT RECOVERY (PASS PROGRAM)

Promoting Achievement and Student Success (PASS) is an on-campus dropout recovery program. It is designed to meet the needs of students, ages 16-19, who exited high school before graduating and are returning to school to

request assistance in earning credits for a diploma or studying and testing for a General Education Development Diploma (GED). Students over the age of 19 are referred to Leesa Baker, Administrative Assistant for Adult Education at 221-3030. For more information, contact Jan Hayes at 224-8203.

ACADEMIC ENHANCEMENT

SOTC's academic enhancement instructors provide services to help students be successful in their program of study. Sandy Babcock provides students with GED, EOI, ACT, TABE, COMPASS, and WorkKeys exam remediation; job placement training and certification; leadership and service learning opportunities; and coaching for BPA, HOSA, and SkillsUSA contests, as needed. To learn more call 580-224-8271. Kenneth Shade is our math instructor and also provides tutoring upon request. For more information, contact Kenneth Shade at 224-8374.

COUNSELING AVAILABLE

SOTC counselors are available if assistance is needed. Dianna Fisher is the adult advisor. If you need assistance outside of normal business hours, or to schedule an appointment, contact Rita Mitchell at 224-8204.

18. PLACEMENT

Job placement is a cooperative effort of the student, the faculty, and the administration of SOTC. Students will be made aware of the process during student orientation. Although this cooperative effort usually proves successful, SOTC does not guarantee job placement.

19. ACCOMMODATIONS FOR DISADVANTAGED STUDENTS

Special accommodations are available for students with disabilities. If you considered yourself disabled or disadvantaged, please make the SOTC administration aware so special needs may be met.

20. WORK-SITE LEARNING

As a means of helping bridge the gap between preparation for employment and entry into employment, eligible students may be permitted to work at a job in the field in which they are studying. Guidelines exist regarding who is eligible to participate in the Work-Site Learning Program and how to apply for the program. A copy of the guidelines must be obtained from the office of a program director.

21. GENERAL STUDENT POLICIES (Policy EG)

SCHOOL CALENDAR

School Closings: SOTC's school calendar may differ somewhat from the high school student's home school calendar. Students are expected to be in attendance at SOTC any day that classes are in session. High school students are also expected

to comply with the attendance policies of their home schools. In the event that a student's home school is closed but SOTC is not, the student will be expected to be in attendance at SOTC. SOTC's buses will follow the normal route schedule whenever SOTC is in session. When weather conditions make driving unsafe and when other schools in the area are closed, SOTC's Administration will make the decision regarding the opening or closing of SOTC. If the decision is made to close SOTC, official announcements will be made on local television and radio stations and SOTC's website and Facebook page (SOTC Ardmore). In addition, automated calls through SchoolReach may be used to contact students and parents in the event of a school emergency or inclement weather. Announcements will state that SOTC will be closed.

FULL-TIME PROGRAM CLASS SCHEDULE

Morning Class

Enhancement	8:00 a.m. – 8:14 a.m.
Adult Students	8:00 a. m. – 11:00 a.m.
High School Students	8:15 a. m. – 11:00 a.m.

Afternoon Class

Enhancement	12:30 p.m. – 12:44 p.m.
Adult Students	12:30 p.m. – 3:30 p.m.
High School Students	12:45 p.m. – 3:30 p.m.

VISITORS

Visitors must sign in with the attendance clerk and obtain a "Visitors Badge." Visitors must wear the "Visitors Badge" while on campus. Students may not bring visitors to campus without prior approval from an SOTC Director. No children are allowed in program classrooms.

STUDENT INSURANCE

All students are encouraged to purchase student accident insurance. SOTC does not insure students and is not liable.

TEXTBOOKS AND EQUIPMENT

Adult students are required to purchase all textbooks needed for a course. Adult students cannot take SOTC-owned books from the program classroom/lab. School-owned equipment cannot be taken from SOTC. An SOTC Director must make any exceptions to the above policies in writing.

USE OF DISTRICT PROPERTY

Students shall properly use and care for all SOTC property made available for their use and assist in ensuring that all school-owned tools and books used are promptly returned to inventory after use. Students will be required to pay the amount necessary to replace or restore any school property, the loss or damage

beyond normal wear for which they are responsible.

WIRELESS COMMUNICATION DEVICES

Students may possess wireless telecommunication devices. However, no telecommunication device will be on during class time unless the teacher is using the device for instructional purposes.

STUDENT VEHICLES

Students are granted the privilege of driving their vehicles onto the SOTC campus. Students are not allowed to sit in or return to their vehicles until dismissed at the end of the class period. Vehicles shall not be moved until the student leaves campus. Students shall observe and obey the posted speed limits and respect one-way zones, handicapped zones, and “no parking” areas. Vehicles will be towed, at the owner’s expense, when illegally parked.

PROCEDURE FOR LEAVING CAMPUS DURING CLASS TIME

All students (high school and adult) **MUST** sign out with the Attendance Clerk before leaving the SOTC campus. If a student is enrolled in a comprehensive high school, verbal confirmation must be obtained from a parent or guardian before the student leaves campus.

Students who choose to leave campus must realize that the attendance policy will still apply. Students leaving without proper authorization will be considered truant and absent for the entire day and face disciplinary action.

DRESS CODE

Prospective employers visit SOTC frequently and are conscious of student appearance. We encourage our students to be neat and well-groomed at all times. Students must dress appropriately in relation to the occupation for which they are preparing, as defined by the instructor, with input from the program advisory committee and approved by the SOTC school administration.

MINUTE OF SILENCE

At the beginning of each school day, the District shall observe one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence.

22. STUDENT CONDUCT (Policy EH and Regulation EH-R1)

Note: SOTC monitors by video surveillance throughout the campus

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the SOTC Administration and the Board of Education. Students shall at all times

respect the rights of fellow student the of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense.

Students who engage in conduct or activities that are prohibited from engaging include but are not limited to (See District Policy EH at www.sotc.edu for a complete listing): possessing tobacco; possessing or being under the influence of alcoholic beverage; possessing or being under the influence of any controlled dangerous substance or drug paraphernalia; possession of unauthorized wireless telecommunication device; possessing any type of weapon; disobeying any District employee; leaving school grounds at unauthorized times without permission; refusing to identify or falsely identifying one's self to District personnel; entering without authority any restricted school premises; violating District policies, administrative regulations, or state law; engaging in conduct which endangers the safety of others; harassing or bullying another person; using profanity; committing acts of sexual harassment; assaulting or fighting with another person; creating or attempting to create a classroom disturbance; showing disrespect, vandalizing, or destroying any real or personal property belonging to the District or any person; engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, or cheating.

BULLYING

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying, harassment, threatening, or intimidation includes any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another's property, place a student in reasonable fear of harm, or insult or demean another in such a way as to disrupt or interfere with the District's educational mission or the education of students. With respect to electronic communications, students are specifically prohibited from bullying, harassing, threatening, or intimidating other students or school personnel whether or not the electronic communications originated at school or with school equipment. If you know of, or are the subject of bullying please report it to a teacher, director or SOTC staff member. An SOTC administrator shall enforce this policy.

23. SEARCHES AND REPORTING (Policy EI)

As allowed by law, the SOTC Superintendent or any SOTC director, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any employee who has a reasonable cause to suspect that a student may be under the influence of or has in his or her possession alcoholic beverages, or a controlled dangerous substance shall immediately notify an SOTC director of such suspicions. The SOTC director shall immediately notify the SOTC Superintendent and, if possible, a parent or legal guardian of the student.

24. STUDENT DISCIPLINE, SUSPENSION, TERMINATION AND DUE PROCESS (Policy EJ)

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavior contract, financial restitution, restriction of or revocation of privileges, in-school suspension, and suspension. Disciplinary action shall be based on assessment of the circumstances surrounding each infraction and may take into consideration 1) the student's attitude, 2) the seriousness of the offense, 3) the effect of the offense on other students, 4) whether the offense is physically or mentally injurious to other people, 5) whether the incident is isolated or repeated behavior, and 6) any other circumstances which may be appropriately considered.

25. ALCOHOL AND DRUG-FREE SCHOOLS (Policy EL)

Students under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to others. The Board of Education hereby commits itself to a continuing good faith effort to maintain an alcohol-drug-free school. When there is reasonable suspicion to believe a student has taken or is under the influence of drugs, controlled substances, or alcohol the student must submit to drug testing as set forth in this policy. Additionally, any student who participates in a work-site learning program, which is considered to be on-the-job training which is a privilege, not a right, must submit to drug testing as set forth in this policy.

Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the student's program. Any student who refuses to take a drug test pursuant to this policy will be deemed to have violated this policy against the use of drugs and will be subject to disciplinary action as such, up to including suspension.

If you need counseling regarding substance abuse, please see Dianna Fisher and Student Services or the Drug Rehab Center Hotline at 1-800-501-9330.

26. RE-ADMISSION

Students who have withdrawn voluntarily or who have been dismissed due to conduct or unsatisfactory progress may reapply at the next available enrollment

date and may or may not be admitted due to availability of space.

27. AUCTION BUCKS

Students can accumulate auction bucks by attending first day of class, maintaining exceptional attendance and grades, participating in career and technical student organizations class projects such as canned food drives and other community service projects, skills and leadership contests, National Technical Honor Society membership, completing KeyTrain Career Skills and WorkKeys Career Readiness Certificate certification. Students can use their auction bucks to bid on prizes during the auction held in May in the Seminar Center. Possible prizes include cash, TV, DVD player, gift certificates, tools, tool boxes, and more. A prize list will be emailed to instructors prior to the auction. Auction bucks are not transferable and only the student who was awarded the auction bucks can redeem them at the auction. See your instructor for complete rules.

28. FOOD SERVICE

Food and drink refreshments should be limited to appropriate “student breaks.” Refer to class syllabus for guidelines.

29. CRIME AWARENESS

The Campus Officers of SOTC provide community-oriented security services to the faculty, staff, students, and visitors to the campus. This service is provided to protect lives, safeguard individuals, private and public property, and individuals’ rights. To view SOTC’s campus crime statistics please see our website at www.sotc.edu. To report a crime or incident, please contact a Program Director and/or campus police officer.

30. FINANCIAL ASSISTANCE FOR ADULT STUDENTS

Financial aid is awarded to students according to Institutional policies and Federal and State regulations. Consumer Information, FERPA, Drug and Alcohol Prevention, Gainful Employment, Campus Security, Early Withdrawal and Treatment of Title IV Aid (Pell) and other information, disclosures and policies are available on SOTC’s Web site and in the Financial Aid Office in Student Services. Contact the Financial Aid Coordinator for assistance.

Satisfactory Academic Progress (SAP)

In order to receive Title IV Financial Aid, a student must be enrolled in and attending an approved program at least half-time, be considered a regular student in good standing and maintain Satisfactory Academic Progress. Good standing is initially defined as the student being academically qualified for admission to study at the postsecondary level, as demonstrated by submission of a valid high school diploma, GED certificate or other recognized equivalent.

Southern Oklahoma Technology Center reserves the right to verify the validity of any student's certificate or diploma. If necessary, we will contact the awarding institution or the State Department of Education to check for any fraudulent records. If a fraudulent record is found and the student receives financial aid, the student can be turned over to the Office of the Inspector General. Continued eligibility is based on meeting the minimum standards as defined below in SOTC's Satisfactory Academic Progress Policy or SAP. SAP is reviewed periodically at the end of each payment period. This means SAP is reviewed at the point when the student's **scheduled** clock hours and weeks for the payment period have elapsed, regardless of whether the student attended or attained them. Depending on the length of the Career Major a student could have several pay periods. **Example:** A program that is 900 hours in length would have 2 payment periods of 450 hrs/13 weeks.

Definition - Satisfactory Academic Progress is a qualitative and quantitative standard that a student must have at each evaluation, defined by institutional policy as the following:

- Student must maintain a cumulative "C" average or above for each payment period
- Student must complete curriculum within 125% of the published length of the program

Specifically this means that a student enrolled in a 1050 clock hour program attending full-time should complete the program in nine (9) months. SOTC will allow students to take up to 25% longer than the published length of the program to complete and still be regarded in good standing. However, the student is not eligible for more than 900 hours of Title IV aid per academic year and cannot be paid for the additional hours. In no instance can the student receive aid for more hours than the program is accredited for. **Example:** A student enrolled in a 600 clock hour major with a payment period of 300 hours must successfully complete the 300 hours associated with the payment period within 375 clock hours or less in order to be progressing. ($300 \times 125\% = 375$)

It is important to note that **all standards**, *attendance, grades, and completion of hours, weeks and coursework associated with the payment period*, must be met at the end of **each** payment period to be considered "making satisfactory academic progress" and to continue to receive Federal and State aid and SOTC waivers and scholarships. If a student has not met one or more of the standards, financial aid will be deferred until all standards are met and the student's subsequent payment dates and completion date may be recalculated.

Note: The Satisfactory Academic Progress Policy applies to students receiving SOTC Scholarships as well.

Leave of Absence

Students who have been granted a leave of absence and return will be allowed

the same amount of time they were absent to make up the work missed. The period of absence will not be counted toward the 90% attendance policy. However, if a student is receiving financial aid, a leave of absence will extend the current payment period. No grades will be kept during the leave and students receiving assistance will not be paid while on leave.

Financial Aid Suspension and How to Re-Establish Eligibility

SOTC's programs are designed to allow a student to achieve completion of their Career Major within a shorter period of time than other institutions of higher education. Therefore, the more common financial aid appeal and probation process is not a feasible option when a student has not met SOTC's SAP policy.

Students not maintaining satisfactory progress for a payment period will be placed on financial aid suspension for the next nine (9) week period and all Federal, State and school aid will be suspended. The student will be required to pay for the next payment period in order to continue enrollment in the program. At the end of the nine (9) week period, if SAP has been re-established, government and school aid will resume.

Maintaining Eligibility for Assistance

1. First Payment: Student's enrollment and attendance status will be checked on our student accounting system and documented in the student's file to ensure the student is enrolled in and attending an approved career major on at least a half-time basis. If the student has met the initial entrance and eligibility standards, the student will receive the first payment within proximity of the estimated disbursement date.

2. Subsequent Pay Periods: If SAP (Satisfactory Academic Progress) has been attained after completion of the first payment period (and the scheduled clock hours and weeks have been completed for Title IV aid) the student will be eligible for their next scheduled disbursement. This procedure will be repeated until all pay periods are complete. If SAP has not been met the student will be notified in writing detailing the reasons SAP was not met and explaining the procedures to get their funding re-instated.

3. Continuing Students: Students enrollment status will be checked and documented in their file to ensure that they are still enrolled in an approved program on at least a half-time basis.

Transfer Students

Transfer students, students completing one program at SOTC and entering another program and military/veteran students may submit transcripts for evaluation to determine eligibility for advanced credit. The Director of Student Services will coordinate with the instructor of the selected program to evaluate

prior earned credit and determine if it is acceptable as advanced credit toward the new program. A crosswalk is performed and validated by the instructor and the Student Services Director, any advanced credit is applied and remaining hours for completion of the program are determined.

Withdrawals and Incompletes

Withdrawals should be coordinated with the Registrar in Student Services. Withdrawal dates are determined by school policy and federal regulations. If a student receiving Title IV aid withdraws before the end of the payment period, a portion of the Federal aid received may have to be returned to the Government. Therefore, a Title IV Return is calculated. If a return is due, the student will be held responsible.

Withdrawal scenarios:

Student did not complete 60% of the payment period and a Return of Title IV was made.

If the student returns to the same program the amount previously returned can be disbursed to the same payment period from which the student previously withdrew.

Student completed more than 60% of the payment period and no Return of Title IV was made.

If the student returns to the same program the payment for that period has already been fully disbursed and earned and no further payment would occur until the student completes that payment period. (In other words, a student cannot be paid twice for completing the same coursework; nor will the student be paid until all of the course work previously paid for has been successfully completed.) Students receiving an incomplete grade for a payment period will result in an "F" if the student doesn't resolve the matter within 2 weeks of receiving the "I". The same SAP policy applies.

Repeating Coursework

Students are not allowed to repeat the same program in order to achieve a higher grade. However, if a student withdraws and re-enters the same program the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. If the student re-enters the same program within 180 days the student cannot receive payment for repeating coursework. If the student reenters the same program after 180 days they will be treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit for. A student who completes an entire program and re-enrolls to take another program may be paid for the other program no matter how much time has lapsed.

31. **STUDENT CONSUMER INFORMATION**

The following information is available to enrolled students, parents of enrolled students, prospective students, current employees, and prospective employees in accordance with federal statute:

Located on our website www.sotc.edu under Information Center, you will find **SOTC's Consumer Information Guide**.

Contents of the guide include information on the following:

- Facilities – including name, location, faculty and programs
- Entities that License and Accredit
- Rights and Responsibilities of Recipients Including Family Rights and Privacy Act (FERPA)
- Student Services Available:
 - Description of Special Services and Facilities for Disabled Students
 - Assessment Center
 - Dropout Recovery (GED Program)
 - Academic Enhancement
 - Counselors Available
 - College Articulation Agreements
- Financial Assistance Available Including the Following:
 - Title IV Program including Basic Eligibility Requirements, Definitions, Application Procedures, Eligibility Requirements, Criteria for Selection and Method and Frequency of Disbursements
 - Definition of a Regular Student
 - How to Apply for Federal Financial Aid
 - How Need is Determined including Federal Needs Analysis, Use of Professional Judgment and Institutional Costs
 - Other Programs Available including Scholarships
 - Satisfactory Progress including How to Maintain Eligibility, Transfer Students, Withdrawals or Incompletes and Repeating Coursework
- Institutional Information – including School Refund Policy, Return of Title IV Funds Refund Policy, Period of Enrollment, Overpayments and Post-Withdrawal Disbursements
- Verification Policies and Procedures for Recipients of Title IV Aid
- Drug and Alcohol Policies, Programs Available and Penalties for Violations
- Student Completion, Graduation, Placement, Retention, and Diversity
- Campus security including Clery Act crime statistics for Criminal offenses, hate crimes, VAWA offenses and arrests and disciplinary referrals.
- Emergency Response and Evacuation Procedures, Whistleblower Protection, Disciplinary Proceedings
- Copyright Infringement Policy and Peer to Peer File Sharing Policies

- Textbook Information and Opt Out Policies
- Constitution Day and Voter Registration
- Gainful Employment
- Vaccination Policies
- Scholarship Fraud
- NSLDS and Loans
- Return to Title IV Worksheets and Sample Calculations
- Expected Family Contribution (EFC) Formula
- Misrepresentation

For more information regarding consumer information, or to request a hard copy of the guide, contact Terri Downs, Financial Aid Coordinator at ext. 8235 or tdowns@sotc.edu.

32. REFUND POLICY

ADULT CAREER DEVELOPMENT

- Workshops and seminars – no refund after the start of class. Prior to start, full refund will be given less a \$10 processing fee.
- Other classes – prior to second class meeting, full refund will be given less a \$10 processing fee. After second class, no refund is given.
- Allow a minimum of 15 working days to process your refund.

FULL-TIME CAREER MAJORS

- See school policy for more information.

In addition to SOTC’s refund policy, students receiving Title IV Federal Financial Aid are subject to the following:

REFUND POLICY FOR STUDENT RECEIVING TITLE IV FINANCIAL AID

The institution must determine the amount of federal financial aid/VA benefits to return on a pro-rata basis.

If the student withdraws before completing 60% of the payment period, the student will need to return unearned funds (see financial aid office for detailed calculations). The student will be billed for any unearned funds including the amount of institutional charges (for example, tuition, fees, books, supplies) the school had to return on the student’s behalf.

33. LEGAL NOTICES/CIVIL RIGHTS

EEOC STATEMENT

Southern Oklahoma Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any aspect of their operations, including hiring and employment.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

SOTC Superintendent
2610 Sam Noble Parkway
Ardmore, OK 73401
Voice 580-223-2070
Monday-Friday, 8:00 a.m. – 4:00 p.m.

This notice is available in large print, on audio tape, and in Braille.

AVISO DE NO DISCREMINACIÓN

Southern Oklahoma Technology Center no discrimina a base de raza, color, origen nacional, sexo, orientación sexual, edad, religión, o inhabilidad en admisión o acceso a, o tratamiento de personas o empleo en, sus programas educacionales o actividades.

EQUAL OPPORTUNITY/NON DISCRIMINATION STATEMENT

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to the ODCTE Compliance Coordinator, 1500 W. 7th Ave., Stillwater, OK 74074-4364, or call 1-800-522-5810 or 405-377-2000.

ASBESTOS STATEMENT

All friable asbestos has been removed from the facilities of Southern Oklahoma Technology Center. Every effort has been made to make SOTC a safe and healthy environment. Facilities are inspected every six months to ensure all local, state and federal requirements relative to asbestos management are being met. A copy of SOTC's asbestos management plan is available for inspection. The SOTC AHERA Management Plan is on file in the office of the SOTC Facilities Coordinator, 2610 Sam Noble Parkway, Ardmore, OK 73401, phone: 580-223-2070, website: www.sotc.edu.

Statement of Understanding Student/Parent Signature Sheet

Students are required to sign this sheet.

I have read and understand the contents of the 2016– 2017 Student Information Packet. I acknowledge that it is my responsibility to adhere to its rules and regulations. I sign below with the understanding that I am bound by the policies, guidelines and expectations contained within this packet.

Student Name: (Print Clearly) _____

Class: _____

Student Signature: _____

Date: _____

Parent/Guardian Name :
(Print Clearly) _____

Parent/Guardian Signature: _____

Date: _____