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

TCTW KEY PRACTICES
(Technology Centers That Work)

High expectations                  Program of study
Career/technical studies            Teachers working together
Work-based learning                 Students actively engaged
Guidance                            Extra help
Culture of continuous improvement   Academic studies
Student Information Packet 2013 – 2014

The Future is Yours at SOTC!
Southern Oklahoma Technology Center

ADMINISTRATION

Superintendent/Chief Executive Officer         Dr. David Powell
Assistant Superintendent                     Jayne Huffman
Director of Operations                        Michael McCullers
Student Services Director                     Dianna Fisher
Program Director                             Russell Keeton
Program Director                             Augie Velasco
Program Director (Intern)                    Alisha Mason
BIS Director                                  Jason Phipps
Director of Human Resources                  Joline Martin
Director of Finance                           Connie Pelton
Executive Assistant                          Deatra Burnam

BOARD OF EDUCATION

President                                     Robert Thomason
Vice President                                Kevin Staggs
Clerk                                         Bill Coleman
Member                                        Dana Gossvene
Member                                        Georganne Westfall

“SOTC provides quality education and training services to secure the future of Southern Oklahoma.”

Any changes to this packet will be posted on our website www.sotc.edu
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# 2013-2014 Calendar for Daytime Instructional Programs

Board of Education approved – February 8, 2013

## Fall Semester

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<tr>
<td>August 14</td>
<td>Fall Semester Begins (All Students Report to Class)</td>
</tr>
<tr>
<td>September 2</td>
<td>Holiday – Labor Day (Campus Closed)</td>
</tr>
<tr>
<td>October 17-18</td>
<td>Instructional Programs Closed—Fall Break</td>
</tr>
<tr>
<td>November 20-21</td>
<td>Tec-X with SOTC students</td>
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<tr>
<td>November 25-27</td>
<td>Instructional Programs Closed</td>
</tr>
<tr>
<td>November 28-29</td>
<td>Holidays – Thanksgiving (Campus Closed)</td>
</tr>
<tr>
<td>December 19</td>
<td>Fall Semester Ends – Semester Exams</td>
</tr>
<tr>
<td>December 20</td>
<td>Instructional Programs Closed</td>
</tr>
<tr>
<td>December 23, 26, 27, 30</td>
<td>Instructional Programs Closed (Campus Closed)</td>
</tr>
<tr>
<td>December 24, 25</td>
<td>Holidays—Christmas (Campus Closed)</td>
</tr>
<tr>
<td>December 31</td>
<td>Holiday – New Year’s (Campus Closed)</td>
</tr>
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<td>January 1</td>
<td>Holiday – New Year’s (Campus Closed)</td>
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## Spring Semester

<table>
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<th>Event</th>
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<tr>
<td>January 2-3</td>
<td>Instructional Programs Closed (Open Campus)</td>
</tr>
<tr>
<td>January 6</td>
<td>Spring Semester Begins</td>
</tr>
<tr>
<td>January 20</td>
<td>Instructional Programs Closed—Professional Dev.</td>
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<tr>
<td>March 17-21</td>
<td>Instructional Programs Closed—Spring Break</td>
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<tr>
<td>April 18</td>
<td>Holiday – Good Friday (Campus Closed)</td>
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<td>May 21</td>
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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)
SOTC is a tobacco-free campus. Smoking shall not be permitted in any building or facility on the SOTC campus or in any SOTC vehicle. Smokeless tobacco shall not be permitted on the SOTC campus. No student will be permitted to use tobacco products on any kind while on the SOTC campus, while participating in any school-sponsored activity, field trips, student organization meetings or functions, or while representing SOTC.

4. SAFETY INSTRUCTION (Policy BC)
All students enrolled in a full-time program will receive instruction both in the use of equipment and safety procedures for use of that equipment, prior to use. Students will be required to pass a safety test relative to correct procedures for conduct and work in the shop before being permitted to work in the lab area. Information regarding all potential hazards materials is located in an MSDS center in each program. All accidents should be reported immediately to the teacher so that appropriate action can be taken.
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:  

7. **TRANSPORTATION** (Policy BF)

Bus transportation is provided to enrolled students residing in the District to and from the student’s home high school or, for adult students, to and from a high school served by the District. Information concerning bus routes and schedules may be obtained in the Transportation Office. Students’ conduct on the bus is expected to be the same behavior that is appropriate in the classroom. The driver has the same authority as the instructor.

**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 educational opportunities and,
therefore, forbids discrimination against any student on the basis of gender.
The District further forbids sexual harassment by any of its employees or
students. Thus, an employee is prohibited from sexually harassing any student.
This policy also applies to non-employee volunteers whose work is subject to
the control of District personnel. It is sexual harassment for a student to
subject any District employee, patron, or fellow student to any unwelcome
conduct of a sexual nature. Please review the Sexual Harassment Policy BH at
www.sotc.edu for additional information.

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)

(A) An Internet Acceptable Use Agreement-document must be read and signed before Internet access is allowed to students, clients and/or employees. We are very pleased to bring Internet access to Southern Oklahoma Technology Center. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Through the Internet, students and teachers have access to:

a) Electronic mail communication with people all over the world;
b) Information and news from professional organizations as well as the opportunity to correspond with others of like interest around the globe;
c) Public domain software and shareware of all types;
d) Discussion groups on a plethora of topics ranging from Chinese culture to the environment, to music, to politics;
e) Access too many university library catalogs, the Library of Congress, and other valuable research tools.

With access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the context of the school setting. Southern Oklahoma Technology Center has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, Southern Oklahoma Technology Center, firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is coordinated through a complete association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere
to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Southern Oklahoma Technology Center user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) this significance.

(B) INTERNET - TERMS AND CONDITIONS: Acceptable Use - The purpose of ONENET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Southern Oklahoma Technology Center. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisements or political lobbying is also prohibited.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Southern Oklahoma Technology Center may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette – Internet users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   a) Politeness. Do not be abusive in your messages to others.
   b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
   c) Do not reveal your personal address or phone numbers of students or colleagues.
   d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
   e) Do not use the network in such a way that you would disrupt the use of the network by other users.
f) All “Intellectual Property”, meaning databases, audio-visual material, electronic circuitry, computer software recorded in any format, computer files, communications, information, inventions, or discoveries, generated through any activities associated with SOTC will be considered sole property of SOTC.

4. **Warranty** - Southern Oklahoma Technology Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, incorrect deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Southern Oklahoma Technology Center specifically denies any responsibility for the accuracy of quality of information obtained through its services.

5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and/or the Internet.

6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to ONENET (internet backbone). This includes, but is not limited to, the uploading or creation of computer viruses.

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**
SOTC expects students to be in attendance just like an employer expects employees to be in attendance. Non-attendance is a poor work habit and can result in termination. Students are expected to take care of personal business outside of school hours.
HIGH SCHOOL STUDENTS ARE ALLOWED UP TO 8 ABSENCES (total excused and unexcused) PER SEMESTER (this includes illness, funerals, military service, court appearances, etc.)

Documentation for excused absences should be submitted to the SOTC Attendance Clerk for verification (students may give written documentation to the Instructor who will give the documentation to the Attendance Clerk).

ATTENDANCE CONFERENCES
Following the 4th absence during the first half of a semester or the 6th absence during the last half of a semester, the student will be sent by the instructor to Student Services for the 1st Attendance Conference and the student will be put on attendance probation. Probation may result in loss of extra-curricular eligibility and credit. A plan of improvement will be developed for the student and the high school counselor and parent/guardian will be notified.

Following the 8th absence in a semester, the student will be sent by the instructor to the Program Director for the 2nd Attendance Conference. If there is no documentation of extenuating circumstances on file and the plan of improvement has not been followed, the student may be dismissed from the program.

In addition to the 8 absences per semester, 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 failing 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 the Registrar. 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.

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

Adult students are expected to attend class each day and be on time. Violation of this policy may result in dismissal from the program. Students are required to attend 90% of their scheduled hours for the semester. Therefore, SOTC will excuse 10% of those hours. The number of absences the student is allowed will vary depending on the career major. For example, John Smith is enrolled in 300 hours for the semester attending 6 hours per day. Therefore, John can miss no more than 30 hours or 5 days for the semester (300 x 10% = 30 hours/6 = 5 days).

The student will be informed of the number of days he/she can miss each semester.

The following absences are exempt and will not count against the 90% attendance policy.
- Subpoenaeed Jury Duty
Subpoenaed Court Appearances
Military Duty
Documentation should be submitted to the Registrar.

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
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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

An “I” will become and “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 face possible suspension from the program.

13. COOPERATIVE ALLIANCE PROGRAMS
Many students at SOTC can earn college credit from Murray State College (MSC) and Oklahoma State University – Institute of Technology (OSU-IT), Okmulgee, while completing approved courses. Credit can be applied towards the completion of an Associate in Applied Science (AAS) Degree from MSC or OSU-IT. Students must apply for enrollment EACH SEMESTER at SOTC for the courses they will complete that semester for college credit. An enrollment fee of $8 per credit hour will be invoiced by the college in which the student is enrolled. In addition, high school students must meet an academic qualifier in order to enroll. Check with your instructor or SOTC Alliance Counselor, Whitney Elmore, for information on the specific courses available for college credit within each program.

14. IDENTIFICATION BADGES
All health careers students will be required to have a visible identification badge while on clinical.

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**
Dianna Fisher

**Counselor**
Arlene Dupree

**Carl Perkins/Alliance/Dropout Recovery Counselor**
Whitney Elmore

**Financial Aid Coordinator**
Jennifer Key

**Academic Enhancement Instructor/Communications**
Sandy Chambers

**Academic Enhancement Instructor/Math**
Kenneth Shade

**Dropout Recovery Instructor**
Jan Hayes

**Registrar/Attendance Clerk**
Rita Mitchell

**Assessment Assistant**
Lyndsey Wallace

**Adult Attendance**
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 Arlene Dupree, Counselor, at 224-8217 or adupree@sotc.edu. For more information, 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 and TABE (pre-enrollment test), OKCIS – 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 Chambers 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 Dianna Fisher and Arlene Dupree. 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.

COLLEGE SERVICES
SOTC students can earn college credit while enrolled in specified programs through our cooperative alliance agreements. Specified college credit for each
program is listed in our full-time career major brochure and on our website at www.sotc.edu. For more information, contact Whitney Elmore at 224-8288.

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. Students in clinical programs such as Practical Nursing, Health Careers, etc., shall be required to purchase professional liability insurance made available through SOTC prior to beginning any clinical experience.

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. In order to park on the SOTC campus, students must purchase a parking permit. The parking permit shall be placed on the lower part of the vehicle windshield on the driver’s side or rear glass on the driver’s side. 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.

**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 are inappropriate during classroom and/or shop/lab activities. Food and drink refreshments should be limited to appropriate “student breaks.”

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 police officer.

30. FINANCIAL ASSISTANCE FOR ADULT STUDENTS
Financial aid is awarded to students according to institutional policies and federal regulations on the basis of need and ability to benefit from the training without regard to age, race, religion, or sex. For information, contact Jennifer Key, Financial Aid Coordinator.

Satisfactory Academic Progress (SAP)
Definition – In order to receive Title IV assistance, a student must be enrolled in and attending an approved program at least half-time, be considered a regular
student in good standing, maintain a cumulative “C” average or greater, and be progressing at a rate to complete the program within the allotted time.

Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma/GED or pass an approved ability to benefit (ATB) test.

Continued eligibility is based on meeting the minimum standards as defined below in SOTC’s SAP Policy.

**Satisfactory progress** is determined at intervals/payment periods and is checked at the end of each period. This means at the point when the student’s **scheduled** clock hours and weeks for the payment period have elapsed, regardless of whether the student attended them. Depending on the Career Major enrolled, a student could have two pay periods or as many as four pay periods. For example, a program that is 900 hours in length would have two payment periods of 450 hours/13 weeks.

**Satisfactory progress** is defined by institutional policy as the following:

- Student must maintain a cumulative “C” average or above for each payment period.
- Student must complete curriculum with 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 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, they will not be eligible for Title IV aid for the additional hours. In no instance can the student receive aid for more hours than the program is accredited for. For example, a student enrolled in a 600 clock hour major with a pay period of 300 hours must successfully complete 300 hours associated with the payment period in 375 clock hours or less in order to be progressing (300x125% = 375).

It is important to note that **ALL STANDARDS** must be met to be considered “making satisfactory progress”, and to continue to receive Title IV Assistance.

Note: SAP Policies apply to students receiving SOTC Scholarships as well.

Southern Oklahoma Technology Center reserves the right to verify the validity of any students’ high school diploma. If necessary, we will check with 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.

LEAVE OF ABSENCE
Students who have been granted a leave of absence and return will be allowed the same amount of time absent to make up the work missed. The period of absence will not be counted toward accumulated hours of absence, and 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
Students not maintaining satisfactory progress for a payment period will be placed on financial aid suspension for the next nine week period and all grant payments will be suspended. At the end of the nine week period if SAP has been reestablished, grant payments will resume. However, if students have not reached SAP standards at the end of the nine week period, the student loses Title IV aid eligibility and the student will be required to pay any outstanding charges (for example, tuition, books, supplies) for that payment period.

Students may re-establish eligibility by making SAP for the following pay period and grant payments will be re-installed. If the student withdraws during the suspension, a return to Title IV funds will be performed; however, since the student was ineligible for a disbursement, no funds would be returned.

If the student is in “Good Standing” in terms of conduct, and is withdrawn from their program of study, financial aid payments will be suspended an a return of Title IV funds will be performed. If the student is readmitted, the procedures for determining satisfactory progress will be followed to determine if the student is eligible to continue to receive aid.

MAINTAINING ELIGIBILITY FOR ASSISTANCE
• First Payment: Student’s enrollment 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 on or before the estimated disbursement date.
• Subsequent Pay Periods: If SAP (see F-1-a) has been attained after completion of the first payment period, 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.

- 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
The SAP policy applies to students transferring from one program to another. Students are responsible for progress in the first program (even if they did not receive financial aid) before being eligible for financial aid in the second program.

Students transferring from another school can start over as far as grades and attendance are concerned. However, if we accept credit from another school we would look at the maximum time frame, and they cannot exceed the 125% policy outlined in (F-1-c).

WITHDRAWALS AND INCOMPLETES
Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal and return to the same program within 180 days are considered to be in the same payment period.

Withdrawal scenarios:
- Student did not complete 60% of the payment period and a Return of Title IV was made. If the student returns, the amount returned can be disbursed.
- The student completed more than 60% and no Return was made. If the student returns, no payment would occur until the student had completed the previous 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 coursework previously paid for has been successfully completed.

Students receiving an incomplete grade (I) for a payment period will result in an “F” if the student doesn’t resolve the matter within two 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 reenters 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 reenters 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. In this case, the student can be paid for repeating coursework as the student is receiving credit for the repeated course. 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 Crime Statistics for Criminal Offenses, Hate Crimes and Arrests for the following: Murder, Negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Any other Crimes involving Bodily Injury
• 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 Jennifer Key, Financial Aid Coordinator at ext. 8235 or jkey@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

- If a student withdraws on or before the first day of class through the tenth day of class for the enrollment period for which the student has been charged tuition, 100% of institutional charges less enrollment fee will be refunded.
- After the tenth 10th day of class for the enrollment period for which the student has been charged tuition, 0% of institutional charges will be refunded.

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 or TDD 580-226-6915
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.
FUN AND USEFUL WEBSITES

- **Oklahoma Career Information System** [www.okcis.intocareers.org](http://www.okcis.intocareers.org)
  Username: sotc
  Password: okcis574
- [http://www.rsinnovative.com/rulergame/](http://www.rsinnovative.com/rulergame/) - The Ruler Game; help with fractions and how to read a tape measure.
- [http://www.freerice.com/](http://www.freerice.com/) - Free Rice – earn rice that will be donated to third world countries as you answer questions correctly – users can change their subject and knowledge levels.
- [http://exchange.smarttech.com/](http://exchange.smarttech.com/) - A website by the same people who make our smart boards. Under standards correlated lessons you can select Oklahoma and it has lessons that link to the Oklahoma pass skills. Using it can save a lot of time and the lessons are designed to work with our smart boards.
- [http://www.funbrain.com/spell/index.html](http://www.funbrain.com/spell/index.html) - Spell check game; have fun while improving spelling skills.
- [http://www.cnn.com/studentnews](http://www.cnn.com/studentnews) - Current events which includes discussion topics, activities, and quizzes.
- [http://learningblogs.nytimes.com/](http://learningblogs.nytimes.com/) - A free learning blog with daily Math, English, and History single question quizzes; all links within the learning blog to NY Times articles provide free access to those articles.
- [http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/eng/curriculum3.mspx](http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/eng/curriculum3.mspx) - Free Microsoft Digital Literacy Curriculum. Visit the site to learn digital literacy and take the assessment to receive a Digital Literacy Certificate.
Literacy Practice

Journal Writing Prompts:

1. As an inspiring professional you must learn from the experience of others in your profession. Interview another classmate and find out what they know about your trade. Write about your findings and how it can benefit you.

2. You have chosen this profession for a reason. Inspiration can come in many forms. What inspired you to enter or learn this trade? Ask your classmates and teachers what inspired them to choose this profession.

3. Motivation and determination are key when learning something new. What is it that motivates you? Ask someone sitting next to you what they do to help get motivated and determined to learn something new.

4. Learning experiences are something we all encounter. Write about you funniest, weirdest, best, and worst venture.

5. Support is incredibly important when pursuing a career. Who would be your biggest supporter(s) today? Write them a thank you letter and present it to them, if you like.

6. Sometimes the best jobs aren’t located in home town America. If opportunity presented itself, where would you move? Research this area and describe the population, weather, gas price, cost living, housing/apt. cost, and average wage in your profession.

7. Imaginations can be made real if pursued hard enough. Sketch a drawing of where you imagine your new profession will take you in ten years. Write a description of your drawing.

8. Choose a math problem from a book or Internet. Write down the specific instructions on how to work the problem. Choose a similar math problem and give to the person sitting next to you. Ask them to use your directions to complete the problem.

9. How does math fit into your profession? Trade journals with the person sitting next to you and learn about other ways you may not have considered.

10. View Jill & Kevin Wedding Dance on YouTube then answer the following questions: If you had one day of fame and could raise as much money for a charity as they did, what charity would you support and why?

11. What would you do if you woke up in another country and no one could understand you?
12. If you had to describe yourself as a color, which color would you choose and why?

13. What has been the best learning activity at school so far this year?

14. What effects do cigarette and alcohol advertisements have on young people?

15. What three words would describe you right now?

16. What makes you feel safe?

17. Can television or videogames influence your behavior? How?

18. Explain how to play your favorite game.

19. I wish there was a law that said...

20. Tell me about your favorite teacher and why she/he was your favorite teacher.

21. Imagine a friend of yours is considering taking steroids. What would you tell that friend to persuade him or her not to follow through with that thought?

22. On the first day or week of school: If I were a teacher, I would ...

23. I wish I could give ...

24. In 20 years, I will be ...

25. My most embarrassing moment ...

26. I wish there were no more ...

27. I wanted so much to ...

28. What would you do if you were the president of the United States (regarding health care?)

29. The best lesson my grandparent (or parent or any relative or authority figure) taught me was ...

30. Has a parent or guardian ever told you that you waste your time? Discuss some ideas that would help you and others with time management.

31. Write about the compliments people have given you.

32. Write about the compliments you have given others recently ... or compliments you should have given others.


34. Why should you never drink and drive?
35. Watch the video clip: Texting While Driving Commercial banned in USA. Why should you never text and drive?

36. Some high schools have a policy that requires all students who drive to school to be drug tested. Do you feel all high school students should be drug tested or just those involved in extracurricular activities? Why do you feel this way?

37. Explain the importance of cultural awareness in your career field.

38. Calculate the expected tuition cost for a two or four year degree in your area of study.

39. Describe how you might communicate with a hearing impaired client, a blind client, or a non-English speaking client.

40. Write the definition of “empathy”. State a situation in which it would be necessary for you to show empathy.

41. Utilize the Internet as a resource and determine the rate of pay for the profession for which you are studying. Determine the gross income earned for a 40 hour week. Estimate the total taxed taken from that amount (about 30% of gross). What would be your net income for one week?

42. Describe in your own words the benefit of continued education beyond your current academic experience.

43. Inappropriate cell phone use is a problem in the classroom as well as in the workplace. Instructors and employers cite that productivity is decreased by the overwhelming use of cellular devices. In your opinion, how can this problem effectively be addressed?

44. What does the term “work ethic” mean to you?

45. France currently has a 35 hour work week as opposed to the United States 40 hour work week. What would be the advantages of the 35 hour work week? What would be the disadvantages?

46. Describe how the terms, accountability, dependability, and trust worthy relate to your career field.

47. Describe your greatest fear. What could you do to help yourself overcome that fear?

48. What are three things you would change about your life right now?

49. Draw a picture of one of your favorite childhood memories.

50. If you could do something for someone else without anyone else ever knowing about it, what would you do and why?
51. How do you define integrity?
52. What are your three greatest human traits/characteristics and how will you use these traits in your career or for the benefit of others?
53. What things hinder you from expressing your own original ideas?
54. Make a gratitude list today. List at least 20 things that you are grateful for and add 1 new thing per day.
55. Using your name, create an acrostic that describes or tells more about you.
56. Recall a time in your life when you made a big change. Was the change positive or negative?
57. Explain three mistakes you’ve made that you never intend to make again.
58. How do you determine what is the right thing? If everyone else around you does what you consider the wrong thing, how do you know what you think is right is really right?
59. What can you find at your home that you can find nowhere else?
60. Make a list of 5 things it seems that everybody wants but you are just as happy not to have.
61. What are the top 10 things you want to be able to achieve this year?
62. List 3 things you are passionate about and explain why.
63. What good example would you want to set for a child? What would you want a child to learn from you?
64. What is one thing about you or your life that you really wish your teacher, employer, family member, or other close friend knew, but didn’t?
65. Write (or draw a picture) about a holiday tradition that you’ve shared with your family.
66. What things have you experienced that have helped to build your character to what it is today?
67. Write about someone you believe would show true integrity by doing the right thing, even though no one would know if they chose to do otherwise.
68. We’ve all been “duped” a time or two. Describe your most gullible moment.
69. How do you typically react to failure or defeat?
70. When it comes to __________, I am __________. Explain.
If money weren’t an issue, what are the gifts you would give the five most important people in your life?

What’s the most valuable thing you own that didn’t come from a store?

Write a letter to a former teacher describing how they have impacted you and your life.

What do you believe is your purpose in life?

I love the sound of...

What are some new skills that you would like to take the time to acquire?

Some words are just fun to say – what five words do you think are fun to say?

Why doesn’t everything go your way?

What is your favorite Disney character or movie and why is it your favorite?

If you had to take your life, thus far, and make a biographical movie, what would the title be? Describe the movie plot.

If I was President of the United States ...

The last book I read from cover to cover was ...

I wish I had been there when ...

The most special gift I ever received ...

What are five things you would never own or never want?

Write about two things you’ve never done, but would like to do.

If you could travel in a time machine, where would you go and what would you do? Why?

If you could invent the next best “gadget” what would you invent? Provide a vivid description.

Provide a review of a recent movie you saw or book that you read.

What is the first major purchase you would like to make in the future?

What would you consider your greatest accomplishment?

Choose any skill you’ve learned in this class and explain how to successfully perform the skill. Write the instructions in such a way that if someone has never performed that skill, they could do it successfully on the first attempt.

The old saying is: If you don’t use it you lose it. –unknown

How I think will determine how I live. –unknown
95. Words can break a heart and it can never be put back together just the same. –unknown

96. Every man is the architect of his own future. ~Sallust

97. I’ve learned from experience that the greater part of our happiness or misery depends on our dispositions and not on our circumstances. ~Martha Washington

98. Only those who dare to fail greatly can ever achieve greatly. ~Robert F. Kennedy

99. Remember no one can make you feel inferior without your consent. ~Eleanor Roosevelt

100. I arise in the morning torn between a desire to improve the world and a desire to enjoy the world. This makes it hard to plan the day. ~E. B. White

101. In three words I can sum up everything I’ve learned about life: it goes on. ~Robert Frost

102. It is not length of life, but depth of life. ~Ralph Waldo Emerson

103. There is only one difference between a long life and a good dinner: that, in the dinner, the sweets come last. ~Robert Louis Stevenson

104. We must learn to live together as brothers or perish together as fools. ~Martin Luther King, Jr.

105. In the book of life, the answers aren’t in the back. ~Charlie Brown

106. Nothing in life is to be feared. It is only to be understood. ~Marie Curie

107. Your time is limited so don’t waste it living someone else’s life. ~Steve Jobs

108. When you come to the end of your rope, tie a knot and hang on. ~Franklin D. Roosevelt

109. It is amazing what you can accomplish if you don’t care who gets the credit. ~Harry S. Truman

110. Life itself is the most wonderful fairy tale. ~Hans Christian Anderson

111. The only way of finding the limits of the possible is by going beyond them into the impossible. ~Arthur C. Clarke

112. Improvement is one thing that we have to work on every day. –unknown

113. Do not wait to strike till the iron is hot; but make it hot by striking. ~William B. Sprague

114. We are what we repeatedly do. Excellence, therefore, is not an act but a habit. ~Aristotle
115. The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of conflict and controversy. ~Martin Luther King

116. Whatever you are, be a good one. ~Abraham Lincoln

117. The important thing is this: To be able at any moment to sacrifice that which we are for what we could become. ~Charles DuBois

118. While I take inspiration from the past, like most Americans, I live for the future. ~Ronald Regan

119. You only live once, but if you do it right, once is enough. ~Mae West

120. Live in such a way that you would not be ashamed to sell your parrot to the town gossip. ~Will Rogers

121. Go confidently in the direction of your dreams. Live the life you have imagined. ~Henry David Thoreau

122. I want to live my life, not record it. ~Jacqueline Kennedy Onassis

123. All our dreams can come true – if we have the courage to pursue them. ~Walt Disney

124. Of course there is no formula for success except perhaps, an unconditional acceptance of life and what it brings. ~Arthur Rubinstein

125. There are no secrets to success. It is the result of preparation, hard work, and learning from failure. ~General Colin L. Powell

126. Nothing great was ever achieved without enthusiasm. ~Ralph Waldo Emerson

127. Opportunity lies in the man and not in the job. ~unknown


129. To succeed in life, you need three things: a wishbone, a backbone and a funny bone. ~Reba McEntire

130. The best years of your life are the ones in which you decide your problems are your own. You do not blame them on your mother, the ecology, or the president. You realize that you control your own destiny. ~Albert Ellis

131. Millions say the apple fall, but Newton asked why. ~Bernard Baruch

132. Success is the ability to go from failure to failure without losing your enthusiasm. ~Sir Winston Churchill

133. It takes time to be a success, but time is all it takes. ~unknown
134. Positive thinking will let you do everything better than negative thinking will. ~Zig Ziglar
135. It is wise to keep in mind that neither success nor failure is ever final. ~Roger Babson
136. You always pass failure on the way to success. ~Mickey Rooney
137. Present choices determine future consequences. ~unknown
138. Money isn’t the most important thing in life, but it’s reasonably close to oxygen on the “gotta have it” scale. ~Zig Ziglar
139. It is no use saying we are doing our best. You have got to succeed in doing what is necessary. ~Winston Churchill
140. Success is not so much what you are, but rather what you appear to be. ~unknown
141. It’s not what you’ve got, it’s what you use that makes a difference. ~Zig Ziglar
142. There is only one success – to be able to spend your life in your own way. ~Christopher Morley
143. The successful person is the individual who forms the habit of doing what the failing person doesn’t like to do. ~Donald Riggs
144. Anything worth doing is worth doing poorly, until you can learn to do it well. ~Steve Brown
145. One reason people never attempt new things is their fear of failure. ~unknown
146. Some men succeed because they are destined to, but most men succeed because they are determined to. ~Graeme Clegg
147. The difference between a successful person and other is not a lack of strength, not a lack of knowledge, but rather in a lack of will. ~Vince Lombardi
148. Nothing we learn in this world is ever wasted. ~Eleanor Roosevelt
149. Learn from yesterday, live for today, hope for tomorrow. The important thing is to not stop questioning. ~Albert Einstein
150. Determine never to be idle. No person will have occasion to complain of the want of time who never loses any. It is wonderful how much may be done if we are always doing. ~Thomas Jefferson
151. The chief cause of failure and unhappiness is trading what we want most for what we want at the moment. ~Anonymous
Statement of Understanding

Student/Parent Signature Sheet

Students are required to sign this sheet.

I have read and understand the contents of the 2013 – 2014 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:  

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