KIAMICHI TECHNOLOGY CENTER
STUDENT HAND BOOK
BUILDING FUTURES

Spiro Campus - 610 SW 3rd, Spiro, OK 74959
918-962-3722 - 918-962-4627 (FAX)
Students,

Welcome to Kiamichi Technology Centers! We are looking forward to assisting you in fulfilling your educational goals.

We challenge you to make the most of your education on our campus and that you challenge your instructor(s) and other staff to provide you with the very best career-tech education that is available. If we can meet these two challenges, then we will all be successful!

KTC is committed to serving our students with the highest possible standards of excellence. Your commitment is also needed. KTC asks for three commitments from you: 1.) Be prepared; 2.) Be in attendance; and 3.) Strive for excellence.

Be on time, be ready to work as a team member, motivate and lead others in your program. When you attend classes on a daily basis, you will be a successful student. Employers hire people who are dependable and have good work habits. We encourage you to do the very best job that you can. Follow instructions and take pride in your successes.

You can benefit from everything Kiamichi Technology Centers has to offer by being actively involved in your program and in your student organization. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you. We want to make your time here successful and as educationally challenging as possible.

We welcome the opportunity to help you fulfill your educational goals. We want to prepare you for a rewarding career and are extremely proud that you have chosen to join KTC for the 2018-19 school year.

Challenge yourself to be the best at what you do; and enjoy your educational experience at KTC!

Sincerely,

Shelley D. Free
Superintendent
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Kiamichi Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information with respect to its programs or any aspect of its operations. The following person has been designated to handle inquiries concerning application of KTC’s non-discrimination policies: Jay R. Warren, Compliance Coordinator, PO Box 548, Wilburton, OK 74578. (918) 465-2323.
KIAMICHI TECHNOLOGY CENTER

BOARD OF EDUCATION

Mary Curtis ................................................................. Eufaula, OK
Phil Chitwood, D.V.M....................................................... Poteau, OK
Larry Culwell ............................................................... Bokoshe, OK
Joy Culbreath ................................................................. Durant, OK
Ernie Taylor ................................................................. Hugo, OK
Norman Ranger ............................................................. Idabel, OK
Bobbie Wilson .............................................................. Atoka, OK

ADMINISTRATION

Superintendent ............................................................ Shelley D. Free
Deputy Superintendent ................................................. Doug Hall
Business Manager/Chief Financial Officer ........................ Lois Welch
District Financial Aid Coordinator ................................. Luke Workman
Human Resource Manager ............................................. Jay Warren
ADMINISTRATION, FACULTY AND STAFF
SPIRO CAMPUS

ADMINISTRATION

Director .......................................................... Michael Culwell
Assistant Director .......................................................... Cory Wood

FACULTY AND STAFF

Welding Technology Instructor ........................................ Tyson D. Sullins

SUPPORT STAFF

Secretary/Teaching Assistant ........................................ Lori Nelson
Maintenance/Custodian .................................................. Ronnie Broom
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- **Days taught**: 175
- **Professional Development**: 5
- **NO Classes**: 5
- **Campus Closed**: 5
- **First and Last Day of Class for Students**: 5
- **Student Instructional Days**: 30
- **Snow Day**: 5
- **Instructor Work Day**: 5
- **August Conference**: 5
SPIRO CAMPUS
FACILITIES

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>OFFICE/STORAGE/CLASSROOM</th>
<th>LABORATORY</th>
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<tbody>
<tr>
<td>Career Connection Center</td>
<td>840 Sq. Ft.</td>
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<tr>
<td>Computer Classroom</td>
<td>1,680 Sq. Ft.</td>
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<tr>
<td>Office</td>
<td>840 Sq. Ft.</td>
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<td>Seminar Center</td>
<td>3,000 Sq. Ft.</td>
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<tr>
<td>Welding</td>
<td>500 Sq. Ft.</td>
<td>7,000 Sq. Ft.</td>
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The remaining space is included in hallways, maintenance area, and lounges. The building was opened in 1978.

Each area is well equipped for proper training on modern up-to-date equipment. New and additional equipment has been purchased yearly.
2018-2019 DAILY INSTRUCTIONAL SCHEDULE:

The school year will consist of a minimum of 175 days of instruction. The instructional school day will consist of a morning and afternoon session. Adult students may attend one or both sessions.

**Daily Instructional Schedule**

Morning: 8:15 AM – 11:30 AM

Afternoon: 12:15 PM – 3:30 PM
VISION

KTC is recognized as a leader in CareerTech education and business excellence.

MISSION

Preparing People for Success

KTC CORE VALUES

We value:

- Educational and Instructional Excellence. KTC expects and maintains high educational and instructional standards consistent with the needs of the students, businesses, industries and the ever-changing workforce. Our faculty and staff are committed to providing high quality educational opportunities in a student/client-centered environment.

- Quality Standards and Services. KTC is committed to focusing on continuous improvement to create a culture that establishes the highest quality standards in our pursuit of excellence. We promote a district-wide understanding of customer-centered service with an aim to anticipate our customers’ needs and exceed their expectations.

- Commitment to Staff and Stakeholders. KTC is committed to being an organization that continually evaluates and improves its services and fosters an environment of trust and responsibility in every aspect of our operations.

- Responsibility and Accountability. KTC accepts responsibility and accountability for the ongoing evaluation and assessment of our performance indicators, measures and targeted results. KTC is committed to fiscal responsibility, transparency and efficiency in all operations and in maintaining financial efficiencies that assure the stability of the district. We take responsibility for our actions, the stewardship of resources, and adhering to the highest standards of ethical behavior.
• **Personal and Professional Respect.** KTC values students, faculty, staff, administration and board. We admire their individual diversity, appreciate their contributions to enhance the educational experiences we deliver, and encourage their personal and professional development.

• **Community Support and Involvement.** KTC is dedicated to community service, civic engagement and social responsibility by our students, faculty, staff and administration in the communities we serve. We encourage the integration of these principles in the learning experiences of our students and in the daily lives of our faculty and staff.

**GOALS**

• Educational programs and services are aligned with student, stakeholder, staff, and/or customer needs.

• Directly impact the economic viability throughout the KTC service area.

• Maintain an organizational culture that promotes growth, requires professional responsibility and accountability for results.

• Deploy an effective communications and marketing plan to improve the understanding, appreciation and support of KTC’s internal/external stakeholders.

• Utilize an integrated approach to align continuous school improvement initiatives and strategies to improve overall organizational performance.

**PHILOSOPHY**

KTC was organized for the purpose of providing career training to the citizens within the district and for citizens within areas surrounding the district. Whereas it is the board of education's philosophy that each individual have specific and general aptitudes and abilities, it is the intent of the board of education to provide those training opportunities and experiences which will foster the development of all persons to their own potential and capacity.

It is believed that the results of KTC educational opportunities that benefit not only the individual but also the community, state, and nation. Therefore, it is believed that the development and maintenance of an adequately trained workforce will continue to be one of our greatest assets for economic enhancement and preservation of our freedom. Individuals,
although living in a society, which treasures freedom, can be a slave without having freedom of choice unless given the opportunity to develop those talents, which are relevant.

Therefore, it is the philosophy of the Board of Education of KTC to combine the ideal with the practical in order to provide those fundamental practices and principles necessary to adequately prepare students with skills to meet current and future needs.

Each instructor shall assume the responsibility to teach the "total or whole" student, not just the individual skill required for the occupational area. This instruction shall include but not be limited to the following KTC purposes:

1. To assist the student in making intelligent career choices.
2. To equip the student with a marketable skill.
3. To assist the graduate in finding gainful employment.
4. To develop within students pride in a job well done.
5. To develop a positive and desirable attitude toward their work, co-workers, and employers.
6. To encourage and strengthen the confidence of men and women in themselves and their work.
7. To develop character in students and to train them for useful citizenship and to foster patriotism.
8. To develop safe work habits.
9. To encourage a desire in secondary students to complete their high school work, as well as seek post-secondary education and encourage adults to achieve their career objectives.
STUDENT SERVICES

KTC offers the following services to students: (1) guidance/enrollment counselor (2) career connection center, and (3) financial aid.

Counseling

A counseling staff member is available to help individuals find their career aptitudes and interest and to offer guidance and counseling to assist students in making informed decisions about career and educational futures. Students have the opportunities to develop social skills such as self-awareness, confidence, character, leadership, and personal, social and civic values through participation in CareerTech student organizations related to their course of study.

Guidance services that are provided to students are limited. For example, substance abuse or marital and family problems may be confided to such staff, but referral for counseling services would be made to the appropriate agencies rather than being handled through campus services.

Students are encouraged to visit with a counselor as needed. An appointment may be made Monday through Friday, after securing permission from your instructor.

Drug and Counseling Agencies

Numerous sources are available to help the student, yet these decisions are up to the student and his/her family to pursue and the student and family assumes all financial liability in said choices. KTC does not assume any financial liability whether implied or stated by offering this information.

The hotline numbers listed herein may be of use to those needing help or advice.

- National Drug and Alcohol Treatment Routing Service ___________________________ 1-800-662-HELP
- Just Say No International ___________________________ 1-800-258-2766
- National Council on Alcoholism ___________________________ 1-800-622-2255
- Cocaine Help line ___________________________ 1-800-COCaine
- Reach-out Hotline (Alcohol, drug crises intervention, mental health and referral) 1-800-522-9054

- 2-1-1 Southeastern Oklahoma Helpline ___________________________

Help is just three (3) numbers away by phone or just a click away on your computer. Dial 2-1-1 or www.211seok.org to find services for food, clothing, health care, shelter, housing search, support groups, legal aid, employment and many more health and human services in southeastern Oklahoma. We can help you access services from over 2,500 programs that exist to help people in need. 2-1-1 is a free call 24 hours a day, seven (7) days a week.
**Enrollment Process**

**Assessment**

All students will participate in a testing program that measures career interest, abilities, work values, and the basic skill areas of math, reading, and language. KTC utilizes a variety of assessment instruments and techniques to achieve appropriate placement of students in CareerTech programs. Additional assessments include KeyTrain pretests, WorkKeys, and a variety of other approved testing records. KTC also utilizes Oklahoma Career Guide, an interest inventory, to assist the potential student in career planning. Each student will be personally interviewed by a staff representative before being admitted to KTC to assist in determining proper placement of students into programs. The interview is also utilized to determine interests of the student. Students are not enrolled into a CareerTech program until assessments have occurred and proper placement has been determined.

To begin the admissions process the prospective adult student must complete and sign the Gainful Employment signature sheet, take KeyTrain pretests and the Oklahoma Career Guide interest inventory. When the testing is completed, each adult is given an application for admittance. The application must be returned to KTC and will be part of the admissions interview. The applicant schedules an appointment with the counselor, the test results are explained and the career goals are reviewed with the applicant.

A plan of study (career plan) is then developed for each student using a mixture of the variety of assessments. This plan of study is continuously updated throughout the student’s education based on the needs, desires and wishes of the student. After being admitted, each secondary and post-secondary student is counseled about what services are needed for success in his or her career major/program. A plan of study is on file for each student and is a part of the student’s personal folder, which is kept confidential in the career connection center.

Prior to enrollment in most programs, a minimum of a sixth-grade equivalent in reading and math skills is recommended. Specific programs may have additional pre-requisites.

**Initial Enrollment**

High school students will submit a plan of study, which will include high school transcript, achievement test results, Oklahoma Career Guide interest inventory, or other available assessments, a copy of their attendance record, and will have a personal interview to receive consideration for admission into a technology program. Parents are encouraged to be involved during the enrollment process. Attendance, past schoolwork, attitude and interest will be strongly considered. Credit will be issued by the home high school.

Adults attend three (3) or six (6) hours daily in most programs. All students must complete an application, be assessed, and interviewed to receive consideration for admission into a
technology career major/program. They must first complete and sign the Gainful Employment signature sheet.

**Transfer Credit**

The instructor will evaluate transcripts from other schools, colleges, military, and other accredited institutions. Credit will be given for appropriate units of instruction.

**Career Connection Center**

The Career Connection Center (CCC) is an extension of all KTC programs; therefore, all students are required to attend their scheduled session. The purpose of the CCC is to help all students develop basic and advanced applied academics related to their specific training. Students are provided individualized instruction in the areas of communications, reading, and mathematics to assure success in their program training.

The CCC also helps students in the areas of skill competitions and recognition, certifications, certificates of competency, as well as participation in other enhancement opportunities or remediation through the CCC.

**Academics**

KTC has highly qualified instructors in the areas of mathematics and science. Eligible students have the opportunity to obtain math and/or science credits while attending KTC. Students needing the math/science classes need to visit with the KTC counselor and their high school counselor to determine what credits are needed.

**Individual Education Programs (IEP) and/or 504**

KTC complies with all state and federal laws and regulations regarding placement and services for individual students attending KTC under an IEP or Section 504. Adults needing educational accommodations should contact the on-site counselor.

**Job Placement**

The guidance program addresses the career development domain of student guidance through job readiness training in each program which consists of resume writing, employment applications, job searches, and mock interviews. Students enrolled at KTC actively utilizes the Oklahoma Career Guide system which allows them to explore careers through individualized on-line assessments and inventories, build a portfolio, and learn skills to help them obtain employment.

The instructor will assist students in finding employment in their field, when a student successfully completes the course work. A computerized copy of a student’s resume will be kept in the career connection center. Students also have the opportunity to post their resume on the
OK JobMatch.com web site. They can then view, modify or send their resumes at any time. Job openings are posted on a bulletin board in the student break area.

Career information will be maintained at each campus for at least six (6) months and assistance will be provided by student services on an as needed basis.

**CareerTech Student Organizations (CTSO) and Contests**

All students are invited to participate in the CareerTech student organizations. KTC covers the dues and students who participate receive opportunities to go to leadership workshops, compete in leadership contests, join National Technical Honor Society, compete in skills competition, and run for local, state, and national office in their respective organization.

CareerTech Student Organizations (CTSO) are set forth to introduce students to leadership skills and technical skills that may be transferred to the classroom, the home and the work place. The organizations are formed to allow students to gain skills that may lead to the formation of positive goals and aspirations. Networking with other students, educators, business people, and industry leaders form common bonds, which increase student’s options.

CareerTech student organizations are an integral part of each training program’s curriculum. To participate in CTSO contests beyond the local level, the student must belong to the student organization, which sponsors the contest. KTC will provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend. This approval is based on teacher recommendation and student behavior. All students must ride school-provided transportation to CTSO activities and field trips.

**KTC sponsors the following CTSOs:**

Business Professionals of America (BPA)
Family, Career and Community Leaders of America (FCCLA)
Health Occupations Students of America (HOSA)
National Association of Licensed Practical Nurses (NALPN)
National Technical Honor Society (NTHS)
SkillsUSA
Distributive Education Clubs of America (DECA)

**National Technical Honor Society (NTHS)**

KTC’s most outstanding students are honored each year by induction into the National Technical Honor Society. Selection is based on an application of scholastic excellence, skill development, honesty, service, leadership, citizenship and individual responsibility.

The National Technical Honor Society was founded in 1984 in an effort to recognize the very best vocational-technical students. The NTHS purpose is to promote service, leadership, honesty, career development, skilled workmanship and to reward student achievement.
Enrollment: NTHS nominees must currently be an enrolled junior, senior or adult in an occupational vocational-technical program at KTC. The nominee must have been enrolled a minimum of 18 weeks prior to nomination.

Qualifications: NTHS nominees shall:
- Desire to pursue a career in the field of his/her vocational study.
- Exhibit dependability.
- Be of worthy character.
- Exhibit credible achievement.
- Have a commendable attitude.
- Be recommended by their instructor.

Academic: NTHS nominees shall have:
- An “A” average in their vocational program at KTC for the previous 18 weeks or semester.
- Attain an overall GPA of 3.0 or higher on a 4.0 scale.

Attendance: NTHS nominees shall have no more than three (3) absences in the previous 18 weeks or semester at time of application.

Behavior: NTHS nominees shall have no disciplinary referrals, probationary actions or suspensions during their enrollment at KTC.

Activities: NTHS nominees shall:
- Be an active member in a KTC career and technical student organization.
- Exhibit outstanding citizenship, leadership and attitude.
- Make a significant contribution to a community service/school project.

Benefits: NTHS member shall receive:
- Official NTHS membership certificate, pin, card, window decal, and newsletter.
- Official seal may be attached to completion certificate/diploma.
- Participation in the official NTHS induction ceremony.
- Up to three (3) letters of recommendation from the national office, on the member’s behalf, for a job application or college admission.

A National Technical Honor Society induction ceremony will be held for the inductees.
Certification Reimbursement Policy

Kiamichi Technology Centers (KTC) is committed to continuous improvement and student success. An important key to current and future success is to provide education and services that offer certifications that are both aligned and endorsed by employers who currently employ or will be hiring KTC students and clients. In order to support this commitment and promote continuous improvement and student success, KTC will provide eligible students and clients the opportunity to achieve certification(s) that are industry aligned and/or endorsed. Eligible students and clients may seek reimbursement for the cost of certification according to the process outlined below.

1. Qualifying Certifications:
   a. Certifications qualifying for reimbursement are the industry-aligned and industry endorsed credentials identified in the ODCTE approved Industry-Valued Credential Book. KTC will reimburse the student for the examination fee required for a single/multiple certification(s) or license(s) **not to exceed $250.00** maximum lifetime.
   b. Criteria
      - Career Major/Program Completer
      - Attend a minimum of 360 hours of full time instruction
      - 95% attendance of career major/program hours
      - No Career Major/Program grade lower than an 80% recorded in the student accounting system
      - Complete an Application For Student Certification/Licensing Examination Reimbursement Form
      - Pass the certification/license examination and provide a copy of exam or license and receipt of payment to the student services office
   c. Quantity-KTC will only pay for the first attempt for any industry-aligned and industry-endorsed credential testing. If a student fails the first attempt, the responsibility for obtaining the certification reverts to the student.

2. Financial Process:
   a. Application for reimbursement - After the student has paid for, completed the exam, and received the qualifying certificate/license; the Application For Student Certification/Licensing Examination Reimbursement is completed by the student and signed by the instructor of record and the campus director. Certificate or license is attached to the application for reimbursement and sent to the business office for processing by the student services office.
   b. Funds for reimbursement are made available from the campus via the applicable program supply code.
   c. Disbursement-Funds will be disbursed directly to the qualifying student after application for reimbursement is properly encumbered and approved by the KTC Board of Education.

*Expenditure of general funds for the above purpose shall be limited to available general funds budgeted for the Certification Reimbursement Scholarship. The KTC Board of Education reserves the right to modify or cancel the program subject to funds available. This policy is in keeping with Oklahoma Statute Title 70 O.S. 2011, Section 14-103.*
OTHER SERVICES AVAILABLE

**FINANCIAL AID**

Financial aid is available through the Federal Student Aid Program. The FAFSA (Free Application for Federal Student Aid) is used for Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Oklahoma Tuition Aid Grants (OTAG), and Federal Work Study (FWS). In addition, students may qualify for assistance through Workforce Innovation Opportunity Act (WIOA), Department of Rehabilitation Services, Veteran’s Administration for PN programs at all campuses and Paramedic program at the Poteau Campus, Workers Compensation, Dislocated Workers Programs, Choctaw Career Development Program and other tribal programs. Other grants and/or scholarships may be available on an individual basis.

**BID ASSISTANCE CENTER:**

The KTC Bid Assistance Center assists in helping small businesses find bidding opportunities, working through technical hurdles and developing marketing strategies in the procurement of federal, state and local government contracts.

The services include but are not necessarily limited to the following: (1) e-mail bid matching (2) access to procurement history, specifications and standards (some restrictions apply). (3) obtaining documents necessary for preparation of the bid; (4) assistance in preparation of the bid.

The KTC Bid Assistance Center has plan rooms that give construction sub-contractors a place to view construction bids. The sub-contractors receive access to project information which includes plans, specs, addenda and bidder lists. Drawings can be printed in sizes up to 42” wide for a minimal fee. Plan rooms are located at Wilburton, Atoka, Hugo, Idabel, McAlester, Poteau and Stigler. **Contact Ronald DeGiacomo at the Wilburton Office at 918-424-8530.**

**SMALL BUSINESS AND ENTREPRENEURIAL SERVICES**

Small business management is designed to assist small business owners in setting and achieving their goals through improved management, organization, and operation. This program includes one-on-one consultations with the business and entrepreneurial services coordinator, as well as periodic workshops on specific topics relevant to the small business owner. **Contact Steve Dollarhide at the Idabel Campus at 580-286-7555 or Ronald DeGiacomo at the Wilburton Office at 918-424-8530.**

**SAFETY AND HEALTH TRAINING**

Safety program development assistance and training are offered to comply with company safety
and health policies as well as OSHA. This training can help reduce lost-time accidents and workplace injuries. By reducing these incidents, companies can substantially reduce their workers’ compensation cost. KTC will deliver safety training at your convenience, subject to availability of instructors and facilities. These programs are currently available at a reasonable or no cost to business and industry. Contact your local KTC industrial coordinator.

**AGRIBUSINESS MANAGEMENT SERVICES**

This certificate program provides customized business management education to help you assess your current financial situation, specify your goals, identify and implement alternatives for reaching your goals, and monitor your progress. It is designed to help improve the quality of life for your agricultural family. The following topics are covered in the program: alternative agriculture; capital budgeting; cash flow management; computerized records; estate planning; farm family issues; financial statements; goals and marketing strategies; net worth statements; partial budgeting; whole farm analysis; and whole farm planning. Contact Clyde Spears at 918-426-0940 (work), or call/text 918-465-7737 (cell).

**FIRE FIGHTER TRAINING**

Fire fighter training is intended to train fire fighters for volunteer departments. Training is intended to enhance the knowledge and skills of the members of volunteer fire departments. Initiatives may include:

1) Training and testing for members of volunteer fire departments.
2) Training for a group of volunteer fire departments.
3) Training delivered around the fire fighters’ work schedule.
4) Short term classes that qualify for COFT & OSU Fire Training certifications.

Contact your local campus industrial coordinator.

**CUSTOMIZED INDUSTRY TRAINING**

The purpose of customized industry training is designed to accommodate the increased demand of industry specific training. Companies needing training to upskill their existing workforce with training on new systems or equipment can contact the local KTC Industry Coordinator for assistance. This training is available through a “cost-shared” memorandum of understanding with KTC. Customized Industry Training is intended to enhance top-line profitability and bottom-line growth.

**OKLAHOMA SCHOOL OF SCIENCE and MATH (OSSM): (Poteau Campus)**

The faculty of the Oklahoma School of Science and Mathematics provides instruction in college-level physics and calculus to qualified high school students. The general physics class is based primarily on trigonometry, algebra and a calculus-based physics course (mechanics) typical of
what an engineering major would take in the first year at a university. In addition, a multi-representational study of basic calculus concepts using geometric, analytic, numeric, and verbal methods is offered. Both differential and integral calculus are covered in this course.
I. GENERAL INFORMATION

A. Importance of Attendance

Regular attendance is of utmost importance in your training at KTC!

Students who attend classes at a rate of 98% - 100% and properly apply themselves may expect to be very successful in their training efforts and employment.

KTC campuses will be closed to observe the following legal holidays: New Year’s Day (January 1), Martin Luther King Day (January 21), Memorial Day (May 27), Independence Day (July 4), Labor Day (September 3), Thanksgiving (November 22), and Christmas (December 25). See campus calendar for additional closings.

B. Leaving Campus

Under no condition will students leave the campus during class time without permission from the director. If a student leaves the campus without a permit he/she will be considered truant and be dealt with accordingly. If the student knows in advance that he/she will need to leave school, high school students should bring a written statement (if accepted by the campus) signed by his/her parents or guardian or verbal authorization explaining any of the reasons or necessity for leaving school and the time that the student should be dismissed. Adult students should contact the office prior to class-time when he/she needs to leave the campus. The only exception to leaving early is the necessity of boarding a bus to return to high school. Only the director or his designee can give the student permission to leave the campus. Under no condition will students go to the parking lot or leave campus during class hours.

C. Bus Transportation

It is suggested that high school students use the free bus transportation to and from KTC and home high schools. Since regular attendance is stressed at KTC and because many students who drive, frequently have car trouble, you are urged to make use of the transportation provided by KTC.

Bus Conduct: Students may continue to enjoy riding buses as long as they adhere to the policies regarding student/worker behavior while on the bus. Any violation of bus rider rules may result in suspension from the bus. Bus transportation is a privilege.

D. Phone Usage and Electronic Device Usage Policy

Student calls are permitted during breaks only unless special permission is granted. School phones cannot be tied up with personal calls. Phone calls will not be transferred to students unless there is an extreme emergency.
Students are allowed to use wireless communication devices before and after school and at break times. **Phones may NOT be used for any personal reason during class time. Phones are to be turned off during class time unless the instructor allows the use of cell phones to complete an instructional task.** If a device goes off or is used, including text messaging, during class, the instructor or an administrator may confiscate the device.

E. **Administering Medication**

Minor first aid treatment is available in the office (primarily limited to cold compress, bandage, and hydrogen peroxide).

Medicines shall not be dispensed to students by teachers, administrators, or other personnel. All prescription drugs must belong to and be only in the possession of the person whose name appears on the prescription. Students who are under a doctor's care and will have the need to take prescribed drugs while on the KTC campus will need to notify their instructor of the type of medication and the dosage that has been prescribed.

In the event of an accident, the administrative office shall be notified and the student taken to the proper medical facility by an administrator, if necessary. For those being taken to the hospital, an emergency medical information card must be on file in the administrative office. If one is not on file, the parent(s) or guardian must be contacted prior to the student receiving treatment.

F. **Self-Administration of Inhaled Asthma Medication**

In compliance with state law, KTC permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

1. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

2. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

3. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

4. Definitions:
A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

B. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

G. Diabetes Medical Management Plan

KTC does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of its operations.

Students with disabilities must be given an equal opportunity to participate in academic, nonacademic, and extracurricular activities. A student does not have to receive special education services in order to receive related aids and services in regard to diabetes. Administering insulin or glucagon, providing assistance in checking blood glucose levels, and allowing the student to eat snacks in school are a few examples of related aids and services that we can provide for a student identified with diabetes.

Upon notification that a student with diabetes is enrolled the student (or parent/guardian if a secondary student) will be provided the “Diabetes Medical Management Plan Form” to be completed by the student’s physician/health care provider and returned to the school. This form can also be found on the KTC website at www.ktc.edu. The completed form will be reviewed by the administration, nurse, student and parents/guardian if a secondary student to ensure understanding of the “Plan” and to obtain any materials/medical supplies that may be needed. Following this review, a “Quick Reference Emergency Plan” will be completed and kept on file with the student’s Diabetes Medical Management Plan.

At all times the student’s rights to confidentiality should be observed. The Family Rights and Privacy Act (FERPA) generally prohibits schools from disclosing personally identifiable information in a student’s education record, unless the school obtains the consent of the student’s parent or the eligible student (a student who is 18 years old or older or who attends an institution of postsecondary education). FERPA does allow schools to disclose this information, without obtaining consent, to school officials, including teachers, who have legitimate educational interests in the information, including the educational interests of the school. Schools that do this must include in their annual notification to parents and eligible students the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest. Additionally, under FERPA, schools may not prevent the parents of students, or eligible students themselves, from inspecting and reviewing the student’s education records.

H. Smoking, Electronic Cigarettes, Vapor Smoking Devices and Other Tobacco Use

Pursuant to Executive Order 2012-01 and 2013-43, KTC specifically prohibits the use of any tobacco product, electronic cigarettes, and/or vapor smoking (vaping) devices on any and all property owned, leased, or contracted for use by the State of Oklahoma; including but not limited to all buildings, land, and vehicles owned, leased, or contracted for use by
agencies of the State of Oklahoma; therefore, the use of any tobacco product, electronic cigarettes, and/or vapor smoking (vaping) devices is strictly prohibited on any and all KTC property.

I.  I. D. Badges/Dress Code

All students and visitors are required to display KTC identification badges in clear sight of all persons at or above waist level. This badge will be required when the student is on KTC campuses, participating in a KTC-sponsored field trip, using KTC equipment and/or facilities (example: bus transportation). All students will be provided the initial badge at no charge. If the student misplaces or destroys the initial badge, the student will be required to pay five dollars ($5.00) for a replacement. All badges will be issued through student services. If a student does not wear the badge appropriately or forgets to bring the badge, the student may be subject to disciplinary action that includes loss of break and/or suspension.

KTC students are observed by many people during the school term. In order to create and maintain the highest degree of future employability for the student, it is necessary that students observe and maintain acceptable practices of dress and grooming. All conditions affecting student attire, grooming and behavior codes shall be in accordance with the standard deemed acceptable by the instructor with the campus director's approval in the particular area of employment or instructional discipline.

J.  Fund-raising

Fund-raising projects must be approved by the board of education. Students participating in fund-raisers must have approval from the student organization coordinator and from the campus director.

When requesting approval for a fund-raising activity, the “Request for Activity Fund, Fund-raiser form” must be completed, signed by the sponsor of the student organization making the request, the campus director and deputy superintendent or superintendent.

Funds and revenues received from approved fund-raising activities shall be deposited and credited to the account maintained for the benefit of the student organization for which the funds and/or revenues were raised. Samples of local board-approved fund raisers are listed in the Faculty/Staff Handbook(s).

K.  Student Insurance

A student accident insurance policy will be available to all KTC students. This policy can provide at school protection, or school event protection, whichever is preferred. Participation in the insurance program is completely voluntary; however, it is encouraged, particularly if the student is not covered by a family policy that provides this type of protection.
L. Safety

Safety and good basic safety techniques are part of the curriculum at KTC. Students should not be a safety risk to other students, instructors, or themselves while at KTC. A unit on "safety" will be taught by instructors in all programs. All safety tests must be passed with 100% proficiency before the student can work in the lab. The importance of safe conduct in the halls, break areas, and on campus cannot be over emphasized. Also during times when the students are in the halls or on break they will be considerate of students still in a theory or class session and not create distractions.

The following are general safety rules for program areas, halls and break areas:

1. Running in the halls is strictly forbidden.
2. Horseplay is not permitted - you might injure yourself or someone else.
3. Keep hallways and break areas clean--don't throw trash on the floor or the grounds.
4. Practical jokes can be hazardous--think first.
5. When you see anything unsafe--report it.
6. Accidents and injuries should be reported to either an instructor or the administration.
7. Safe driving practices must be exercised at all times on or near campus. Unsafe driving will result in loss of driving privileges.
8. Safe practices must be followed during the loading or unloading of buses.
9. Students shall not be permitted to consume food or beverages in classrooms or shops unless approved by the instructor or campus director.

M. Visitors

It is the policy of the KTC Board of Education that all visitors to any school facility obtain a visitor’s pass at the administration office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or director of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months.

REFERENCE: 70 O.S. §24-131 21 S. §§1375, 1376
N. **Filing a Grievance or Appeal**

Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed, certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than 10 days prior to the date set for hearing before the board of education.

**Hearing**

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.

The decision of the board of education shall be final and un-appealable.

1Agenda language will need to reflect the individual’s name.

O. **Assaults Upon School Employees**

It is the policy of the KTC Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student.

School employee is hereby defined to include any duly appointed person or employee of
a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including school board members during school board meetings.

REFERENCE: 21 O.S. §650.7

P.  **Assaults Upon School Employees (Regulations)**

Assaults/battery upon school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by the building administrator when an assault/battery has occurred are:

1.  Restore order and contact proper law enforcement authorities, if necessary;
2.  Secure medical assistance, if necessary;
3.  Conduct a preliminary investigation;
4.  Submit a written report to the superintendent.

After reviewing the written report of the incident, the superintendent may refer the matter to the district attorney.

Nothing herein shall be construed as limiting the individual employee’s or student’s right or duty to report such occurrence.
II. ACADEMIC POLICIES

A. Admission and Ability to Benefit

1. Adult (Regular) Students:

Admission to class is based upon an individual's ability to benefit from instruction in a specific course as a regular student. To assess a person’s "ability to benefit" as a regular student one of the following criteria must be met:

a. To be a high school graduate, or
b. To have passed the G.E.D. exam, or
c. Previously attended with satisfactory academic progress under ability to benefit guidelines in place at that time.
d. Has completed secondary school education in a homeschool setting.

Persons who are unable to meet the above standards must find sources of financial assistance not connected to the Pell grant.

2. Secondary (Special) Students:

To be admitted as a special student, an individual must:

a. Demonstrate aptitude and interest indicating probable success in the training being sought, and
b. Be a sophomore, junior or senior in high school and have the approval of his/her parent(s) and home high school.
c. Freshmen may be enrolled at the discretion of the high school principal and KTC administration. Factors to be considered for freshmen enrollment include over-age students, potential dropouts, and students with special needs.

Priority of admission is given to persons living within the district. Those who are out of district may enter as space in class allows.

3. Special Needs Students:

High school students identified under Public Law 101-476 (IDEA) for special education purposes through their sending school must have an Individualized Education Plan (IEP) on file with KTC before the student enters the program. This IEP will be developed with the participation of an appropriate CareerTech representative.
Students who qualify as disabled under Section 504 of the Rehabilitation Act of 1973 or under the Americans with Disabilities Act of 1990 shall have a written accommodation plan developed jointly with appropriate personnel from the sending school and the technology center.

A functional CareerTech assessment to determine CareerTech training needs must occur prior to enrollment for all secondary students. Results from an assessment given at KTC, the sending school, or other appropriate entity will be accepted. CareerTech training options which include, but are not limited to a program at the technology center will be considered and determined by the IEP team and based on the results of the functional CareerTech assessment. When placement at the technology center is being considered, a representative of KTC must be a part of the team. If it is the consensus (all members) of the IEP team and documentation exists supporting KTC as the least restrictive environment, then the student may be enrolled.

An adult student who self-discloses a qualified disability under Section 504 of the Rehabilitation Act of 1973 or under the Americans with Disabilities Act of 1990 shall provide written documentation of existing disability. Adult students applying for financial aid must meet the federal requirements for Ability to Benefit. If required, a written accommodation plan shall be developed to ensure that supplementary aides and services necessary for the student to participate in the program are identified and provided.

Adult students referred through group homes/sheltered workshops and/or receiving assistance from Vocational Rehabilitation shall have undergone a complete diagnostic exam, prior to enrollment, at the Vocational Rehabilitation Testing Center. Enrollment in a technology center program shall be contingent upon agreement among a counselor or administrator, voc-rehab representative, and the client as to the client's ability to benefit from such training in terms of employability.

Continued enrollment, attendance requirements, and discipline for high school or adult students shall be applied within the parameters of all relevant state and federal statutes and KTC board policies.

B. Attendance Policy

One important characteristic of a good employee is good attendance which includes punctuality and consistency. It is the goal of KTC to instill in students the characteristics of a good employee. Students attending KTC are expected to be in attendance on any day KTC classes are in session. If any student is absent, it is the student’s responsibility to contact the instructor on the day of the absence.

Adult

Unless otherwise stated (i.e. Practical Nursing Student Handbook, EMS/Paramedic
Student Handbook) this policy will apply to all adult students.

Adult students are expected to be in attendance whether or not high school students are scheduled to be in class.

At KTC students are expected to attend 90% of their scheduled hours in any one semester and/or payment period (up to 10% absence of enrolled hours in any one semester and/or payment period is considered excused). For Title IV purposes a payment period is defined as one half of the hours in a student’s enrolled career major/program unless the career major/program is more than 900 hours. For example, a career major/program with 1050 hours would have payment periods of 450, 450 and 150. A career major/program with 1260 hours would have payment periods of 450, 450 and 360.

Students arriving late or leaving early will be considered tardy. This time will be cumulative and will be included in the 90% rule stated above.

A student who has been absent for five (5) consecutive school days without proper notice and approval shall be subject to termination of enrollment from KTC and/or loss of a certificate or credit. Students are responsible for completing any work missed due to absences.

**Leave of Absence**

Adult students may be granted a leave of absence for circumstances beyond their control, including Veteran’s Administration (VA) students’ on military leave other than active duty, not to exceed a cumulative 180 calendar days in a fiscal year. No more than two (2) requests for leave of absence may be granted in a fiscal year. Requests for leave of absence will be reviewed on a case by case basis.

All leave of absences must be requested in writing to the campus director/financial aid secretary, with appropriate documentation and reason for the request. Requests should be made in advance, except in the case of an emergency in which the school must be notified within 72 hours. The school will initiate the Request for Leave of Absence and the student will sign the request upon return. Request must include the first date of absence and the date of return. No fees or additional charges will be assessed during period of approved leave of absence. VA student benefits will be terminated and the school will report the interruption in the program to the VA. Benefit usage may be reinstated upon returning to the program if entitlement remains.

Upon return, students may resume training at an equivalent level as immediately preceding their leave of absence.

VA beneficiaries who are called to active duty service are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
Leave of absences, when approved, will be signed by the campus director or assistant director, the student’s instructor, the student and the campus financial aid secretary. A copy will be mailed to the financial aid coordinator at P.O. Box 548, Wilburton, OK 74578.

**Secondary Students**

Students should provide documentation for all absences.

High school students who exceed ten (10) unexcused absences during a semester will receive no credit (NC). Students should bring documentation of the reason for their absence to the campus registrar upon return to class. Unless documented, and extenuating circumstances are presented, any student who accumulates more than the allowed absences per semester shall be subject to termination of enrollment and/or loss of credit.

Students arriving late or leaving early will be considered tardy. This time will be cumulative and count towards absences.

High school students participating in verified/approved activities at their home high school will not be counted absent if proper documentation is received for the absence. The student is expected and responsible for providing the proper documentation to KTC prior to the date of the activity or upon return to school. If at the end of the grading (attendance) period documentation has not been submitted it will be recorded as an unexcused absence.

A student who has been absent for 10 consecutive school days without proper notice and approval shall be subject to termination of enrollment from KTC and/or loss of credit.

High school students may request one period of emergency leave if they will be unable to attend class for at least three (3) consecutive school days (up to a maximum of 10) due to a documented emergency. The leave must be requested from the director or assistant director in advance or within 24 hours. Students must have home high school and/or parental approval to obtain emergency leave. Documentation is required and should be brought at the time the student returns to KTC.

Documentation examples: Doctor/dentist notes, court/lawyer documents, funeral program, counseling schedule, approved partner high school activities and any other absence deemed acceptable by the director, assistant director and/or local campus attendance committee.

**C. Grading**

Letter grades will be given to all students as follows and at times designated on school calendar:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points/Clock Hr.</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>90/100%</td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
<td>3</td>
<td>80/89%</td>
</tr>
</tbody>
</table>
C  Average  2 Grade Points/Clock Hr.  70/79%
D  Below Average  1 Grade Points/Clock Hr.  60/69%
F  Failing  0 Grade Points/Clock Hr.  0/59%
*I  Incomplete  0 Grade Points/Clock Hr.
W  Withdrawal  0 Grade Points/Clock Hr.

*An "I" grade for a semester grade must be made-up within two weeks of the end of the semester.

D.  Behavior Code

Conduct and Disciplinary Code

Students are expected to conduct themselves as good citizens at all times and shall adhere to all rules, regulations, and policies formulated by the administration and the board. Students shall at all times respect the rights of fellow students and 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, which are prohibited by this policy, may be subjected to disciplinary action up to and including suspension from school. Post-secondary students are also subject to termination from a program. The disciplinary action taken shall depend upon the nature and severity of the violation and the student’s past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the district; (b) in transit to or from school or any function authorized or sponsored by the district; or (c) on any property subject to the control and authority of the district, students are prohibited from engaging in the following conduct or activities: (The administration may acknowledge other inappropriate behavior not noted on the following list.)

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message; or by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
3. Cheating;
4. Plagiarism;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class, sleeping, or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Failure to attend assigned detention or other disciplinary assignment without approval;
9. Failure to comply with state immunization records;
10. False reports or false calls;
11. Extortion;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior; public display of affection;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Possession of obscene materials;
25. Physical or verbal abuse;
26. Possession of a caustic substance;
27. Use, without prior authorization, of a wireless telecommunication device;
28. Possession, threat or use, transfer possession of, or aiding, accompanying, or assisting another student to use a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument.);
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
30. Possession of illegal and/or drug related paraphernalia;
31. Profanity;
32. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
33. Theft;
34. Threatening behavior (whether involving written, verbal or physical actions);
35. Truancy;
36. Use or possession of tobacco in any form;
37. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
39. Vandalism;
40. Vulgarity;
41. Willful damage to school property;
42. Willful disobedience of a directive of any school official;
43. Refusing to identify or falsely identifying one’s self to district personnel;
44. Students tampering with or pulling fire alarms, except in the case of an emergency, will be suspended. This suspension may be for the remainder of the semester and not to exceed the following semester;
45. Possession or use of a laser pointing device; or similar device:
46. Violation of the board of education policies, rules or regulations or violation of school rules and regulations;

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. Any high school student suspended from his/her home high school for any reason may also be suspended from KTC.

The administration shall consider and apply, if appropriate, alternatives to out of school suspension. Violations of safety rules, classroom rules or any of the rules and regulations from this handbook may result in, but not be limited to: (1) verbal reprimand, (2) loss of privileges, (3) probation, and/or (4) suspension.

Violation of student conduct and/or discipline code may result in suspension for remainder of the current semester and the next semester. Suspended students will not be allowed to attend extra-curricular activities, field trips, nor return to campus until suspension has been served.

A suspended student will be allowed to make up paperwork and test at 75% of credit. The participation grade may not be made up as it is based on performance in the classroom. Make up work must be submitted upon return to the classroom.

REFERENCE: 18U.S.C. §921
21O.S. §1280.1

E. Student Technology Resource Use Policy (Adopted: May 13, 2008; Revised November 1, 2015)

A. Definitions

a. KTC – Refers to Kiamichi Technology Centers as a School District under the direction of the Superintendent.

b. Technology Resources – Refers to information systems and educational technology resources that include but are not limited to items such as computer workstations, servers, peripheral equipment, firewalls, wiring, management devices, network appliances, e-mail, connections to the Internet, video for security and distance learning, voice and data systems, and similar networks, collectively referred to in this policy as Technology Resources.

B. Unacceptable Use of KTC Technology Resources (Include, but are not limited to)

a. Use KTC technology resources for any purposes which violate a federal or state law.
b. Using KTC electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable, pornographic or illegal material, defined as any visual, auditory, electronic, textual, file, or data, is strictly prohibited. Use of KTC resources for any of the before-mentioned activity will lead to disciplinary action, up to and including dismissal and possible criminal prosecution. KTC will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Furthermore any employee, student or patron providing any non-school owned electronic device for use in training, demonstration, school use or for repair (in accordance with established policy) will be subject to the above-mentioned provisions.

In the event any racist, sexist, threatening, or otherwise objectionable, pornographic or illegal material, defined as any visual, electronic, textual, or auditory entity, file, or data, is discovered the following steps should be followed:

1. Immediately turn off, unplug the device, material and/or data containing the inappropriate material.
2. Notify the program instructor, the Campus Director or Assistant Campus Director immediately. Under no circumstances are you to view, share and/or transmit the device, material and/or data containing the inappropriate material to anyone.
3. Any routine document retention/destruction practice will be immediately suspended. Any evidence in your possession, custody or control that is related to this occurrence will be immediately gathered, organized and immediately provided to the program instructor, Campus Director or Assistant Campus Director by the end of class on the date of occurrence.
4. A written statement, including name, date, time and signature, will be provided to the program instructor, Campus Director or Assistant Campus Director as soon as possible but no later than the end of class on the date of occurrence.
5. A complete investigation will be conducted and law enforcement will be contacted if necessary.

C. Use for purposes not directly related to class work assigned by the instructor.
D. Use for access to and/or distribution of computer games. Games that help teach, illustrate, train, or simulate KTC-related issues are acceptable when assigned by your instructor.
E. Use of internet and network resources so as to interfere with or disrupt network users, services, or equipment.
F. Use to seek out information, distribute information, obtain copies of, or modify files and other data, which are private, confidential, or not open to public inspection or release.
g. Use to copy software, music, electronic files, programs or data without a prior, 
good faith determination that such copying is, in fact, permissible. Any 
efforts to obtain permission should be adequately documented and must be 
under the supervision of your instructor.

h. Users misrepresenting themselves as other persons on the Internet without the 
express consent of those other persons. Users will not circumvent established 
policies defining eligibility for access to information or systems.

i. Intentionally developing programs designed to harass other users, or infiltrate 
a computer or computing system, and/or damage or alter the software 
components of same.

j. Intentionally trying to circumvent content filtering to access unauthorized and 
blocked sites.

k. Utilization of network eavesdropping software to gain access to private or 
anauthorized information.

l. Tampering with or vandalizing any Technology Resources.

C. **Internet Access** – Access is restricted to certain websites and certain types of 
internet activities by either firewalls or the filtering service to which KTC 
subscribes. These services are not able to block all sites that contain 
unauthorized, indecent or obscene material. It is the student’s responsibility to 
report any sites that were unintentionally accessed to their instructor that may 
contain questionable content.

D. **Privileges** – The use of technology resources is a privilege, not a right, and 
inappropriate use may result in a cancellation of internet privileges or use of 
equipment. Designated KTC staff will deem what is inappropriate use and their 
decision is final. Violations may result in a loss of access as well as other 
disciplinary or legal action.

E. **Limitation of Liability**

a. KTC makes no guarantee that the functions or services provided by or through 
KTC technology resources will be error-free or without defect.

b. KTC will not be responsible for any damages users may suffer, including but 
not limited to, loss of data resulting from delays, non-deliveries, mis-
deliveries, or service interruptions.

c. KTC is not responsible for the accuracy or quality of the information obtained 
through or stored on its technology resources.

d. KTC will not be responsible for any financial obligation arising through the 
unauthorized use of KTC technology resources.
STUDENT TECHNOLOGY RESOURCE USE AGREEMENT

User’s Full Name (Please Print): _________________________________________________

Home Address: ________________________________________________________________
                      (Street)                         (City)                         (State)                         (Zip)

Home Phone: __________________________ Work Phone: ___________________________

I am a (Check one):
☐ KTC Student
☐ Other: __________________________ (Please state your relationship to KTC.)

I understand and will abide by the rules and conditions contained in the KTC’ Student Technology Resource Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

User Signature: ____________________________ Date: _______________

Users under the age of 18 must have a parent or guardian read and co-sign this agreement.

As the parent or guardian of the above user, I have read and understand the rules and conditions contained in the KTC’ Student Technology Resource Use Policy. I understand that this technology access is designed for educational purposes. I recognize that it is impossible for KTC and its service provider(s) to restrict access to all controversial materials and I will not hold KTC or its service provider(s) responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s or ward’s use is not in a school setting. I hereby give my permission to grant technology resource access for my child or ward and certify that the information contained on this form is correct.

Parent or Guardian Name (Please print): _______________________________________

Parent or Guardian Signature: ________________________________________________

Date: ____________
III. COMPLIANCE POLICIES

A. Non-Discrimination Policy

KTC does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information or disability, or veteran status with respect to the terms, conditions, privileges or responsibilities in the admission to its programs, services, employment practices, and treatment of individuals or any aspect of its operations. Inquiries should be addressed to the compliance coordinator, P.O. Box 548, Wilburton, OK 74578, M-F 8:00 a.m. to 4:30 p.m., Phone No. 1-918-465-2323.

B. District and Campus Compliance Coordinators

Jay Warren, Human Resources Manager in the Wilburton office, is the Compliance Coordinator of KTC efforts to assure non-discrimination. The Assistant Security/Compliance Coordinators are the McAlester Campus Director, the Poteau/Spiro Campuses Director, the Hugo/Antlers Campuses Director, the McCurtain County Campus Director, the Atoka Campus Director, the Durant Campus Director, the Stigler Campus Director, and the Talihina Campus Director. In addition, each campus has two compliance coordinators of the opposite gender who have been given the authority to handle any case involving allegation of sexual harassment or discrimination referred to him/her, without regard to gender of the complainant.

The compliance coordinators for each campus are:

**McAlester Campus**
1. Raymond Wilson, Assistant Director
2. Kellie Cantrell, Student Services Coordinator

**Poteau/Spiro Campuses**
1. Nina Morgan, Adult Coordinator
2. Cory Wood, Assistant Director
3. Marjorie Wann, Counselor

**Hugo/Antlers Campus**
1. Gloria Rodriguez, Secretary
2. Dwight Kos, Adult/Industrial Coordinator

**Talihina Campus**
1. Joyce Jones, Student Services Coordinator/Counselor
2. Michael Phillips, Math/Science Instructor

**Atoka Campus**
1. Laurie Ables, Computer/Networking Technology Instructor
2. Jody Goodson, Welding Technology Instructor

**McCurtain County Campus**
1. Kenneth Dial, Industrial Coordinator
2. Shelley Ebert, Student Services Coordinator/Counselor/Administrative Asst.

**Stigler Campus**
1. Brad Martin, Adult/Industrial Coordinator
2. Twila Hamlin, Student Services Coordinator  
**Durant Campus**  
1. Quint Gobert, Computer and Network Technology Instructor  
2. Vickie Richards, Adult Coordinator  

C. **KTC Grievance Procedure For Filing, Processing and Resolving Alleged Complaints Not Pertaining to Discrimination**

1) **DEFINITIONS**

A. **Grievance:** A written complaint by a current student or employee of KTC ("KTC") alleging a violation, misinterpretation, or inequitable application of written rules and regulations of KTC. This procedure shall not apply to any complaint based on a KTC policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability, nor shall this procedure apply to any complaint of discrimination, including sexual harassment, against a particular person. Such complaints are governed by a separate policy and procedure.

B. **Grievant:** Any person enrolled in or employed by KTC who submits a complaint alleging a violation, misinterpretation, or inequitable application of written rules and regulations of KTC. For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

C. **Compliance Officer:** The person(s) designated to ensure KTC’s compliance with written rules and regulations of KTC. The compliance officer is responsible for processing complaints. The compliance officer shall be the human resource director.

D. **Respondent:** The person alleged to be responsible for violating, misinterpreting, or inequitably applying written rules and/or regulations of KTC. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

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

2) **PRE-FILING PROCEDURES**

Prior to the filing of a written complaint, the student or employee is encouraged to verbally discuss the complaint with the appropriate instructor and/or administrator in a good faith effort to find an expeditious and mutually agreeable resolution.
3) **FILING AND PROCESSING COMPLAINTS**

A. The grievant submits a written complaint to the compliance officer stating the basis, nature and date of the violation, misinterpretation, or inequitable application of KTC rules and/or regulations, including identification of the precise rules and/or regulations at issue, along with the names of person(s) responsible (where known), and the grievant’s requested action. If the compliance officer is the person alleged to have committed the violation, misinterpretation, or inequitable application of KTC rules and/or regulations, then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 15 days of the date of the alleged violation, misinterpretation, or inequitable application of KTC rules and/or regulations or date the grievant became knowledgeable of the alleged violation, misinterpretation, or inequitable application of KTC rules and/or regulations. Complaint forms are available from the office of the compliance officer.

B. The compliance officer conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include, but not be limited to, conducting interviews of the grievant, the Respondent and any witnesses, as well as reviewing documentation. While interviewing the respondent, the compliance officer shall ask the respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the grievant’s requested action; and (c) outline alternatives.

C. The respondent will submit a written answer to the compliance officer within 10 days of the date of the grievant’s complaint, to the extent reasonably practicable.

D. Within five (5) days after receiving respondent’s answer, the compliance officer will issue a determination.

E. If the grievant or respondent is not satisfied with the compliance officer’s determination, he or she must notify the compliance officer within 5 days of the date of the determination and request, in writing, an appeal to the superintendent. The request for appeal shall constitute the written appeal to the superintendent and shall, therefore, contain a specific statement of the basis for the appeal.

F. Within five (5) days after receiving the appeal, the compliance officer will refer the appeal and the evidentiary record created below to the superintendent.

G. The superintendent will review the compliance officer’s determination in conjunction with the evidentiary record and, within 10 days after receiving
the appeal, the superintendent will issue a decision in writing to the grievant, respondent and compliance officer.

H. If the grievant or respondent is not satisfied with the superintendent’s decision, the grievant or respondent may appeal the superintendent’s decision to the board of education by submitting a written appeal to the compliance officer within five (5) days after the date of the superintendent’s decision. The written appeal shall contain a specific statement of the basis for the appeal.

I. The compliance officer will notify the board of education, in writing, within five (5) days after receiving the written appeal. The compliance officer will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

J. The board of education will act as a final appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for additional oral or written evidence from the parties and any other individual it deems relevant; however, the board may choose to not receive additional evidence and, instead, make a decision based solely on the evidence presented below. The compliance officer will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

4) GENERAL PROVISIONS

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.

B. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of KTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

C. Representation: The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

D. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a complaint.
E. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

SEE PAGE 44 FOR GRIEVANCE FORM

D. KTC Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints

1) DEFINITIONS

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.

B. Grievant: Any person enrolled in or employed by KTC (“KTC”) who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sex discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievant in this paragraph, members of the public may also be potential grievant. For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

C. Title IX, ADA, Titles VI and VII, and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, and any other state and federal laws addressing equal educational opportunity. The Coordinator(s) under Title IX, ADA, Titles VI and VII, and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The coordinator of each statutory scheme shall be the human resource director for KTC.

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

E. Day: Day means a working day when KTC’s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2) **PRE-FILING PROCEDURES**
Prior to the filing of a written complaint, the student or employee is encouraged to visit with KTC’s Title IX, ADA, Titles VI and VII, and 504 Coordinator and reasonable efforts should be made at this level to resolve the problem or complaint.

3) **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

A. The grievant submits a written complaint to the coordinator stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known), and the requested action. If the coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 20 days of the alleged violation or date the grievant became knowledgeable of the alleged violation. Complaint forms are available from the office of KTC’s Title IX, ADA, Titles VI and VII, and 504 Coordinator.

B. The coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include, but not be limited to, conducting interviews of the grievant, the respondent and any witnesses, as well as reviewing documentation. While interviewing the respondent, the coordinator shall ask the respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the grievant’s requested action; and c. outline alternatives.

As to complaints of discrimination by students and school employees, the coordinator will disclose the complaint, the identity of the grievant, and information regarding the respondent only to the extent necessary to fully investigate the grievance and only when the disclosure is required or permitted by law. If a grievant wishes to remain anonymous, the coordinator will advise him or her that such confidentiality may limit KTC’s ability to fully respond to the complaint. If a grievant asks to remain anonymous, the coordinator will still proceed with his investigation.

C. The respondent will submit a written answer to the coordinator within 10 days of the date of the grievant’s complaint, to the extent reasonably practicable.
D. Within five (5) days after receiving respondent’s answer, the coordinator will refer the written complaint and respondent’s written answer to the deputy superintendent for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The coordinator will schedule the hearing with the grievant, the respondent, and the deputy superintendent. The hearing will be conducted within 10 days after the coordinator receives respondent’s answer.

E. At the hearing, the deputy superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

F. Within five (5) days after the hearing, the deputy superintendent will issue a written decision to the grievant, respondent and coordinator.

G. If the grievant or respondent is not satisfied with the decision, he or she must notify the coordinator within five (5) days and request, in writing, an appeal to the superintendent. The written appeal shall contain a specific statement of the basis for the appeal.

H. Within five (5) days after receiving the appeal, the coordinator will refer the appeal and the evidentiary record created below to the superintendent. The coordinator will schedule a hearing with the grievant, respondent and superintendent within 10 days of receiving the appeal.

I. The superintendent will act as an intermediate level of appeal by reviewing the deputy superintendent’s decision and the oral and written evidence presented below and making a decision. At the hearing, the superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented.

J. Within five (5) days after the hearing, the superintendent will issue a final decision in writing to all parties involved.

K. If the grievant or respondent is not satisfied with the decision, he or she must notify the coordinator, in writing, within five (5) days and request an appeal to the board of education. The written appeal shall contain a specific statement of the basis for the appeal.
L. The coordinator will notify the board of education, in writing, within five (5) days after receiving the request for an appeal. The coordinator will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

M. The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

4) GENERAL PROVISIONS

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.

B. Access to Regulations: Upon request, KTC shall provide copies of any KTC regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of KTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

D. Representation: The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.

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

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G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the grievant should contact the 504 coordinator.
GRIEVANCE FORM

1. Name and Address of Charging Party (Grievant):
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

2. Date: _____________________________

3. Phone numbers where Grievant may be reached:
   Home ____________________________________________
   Office __________________________________________
   Other ___________________________________________

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

5. Please identify any documents or other materials, which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

6. Please identify what action or relief you are seeking as a result of this grievance.
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________
   _______________________________________________________

Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM
PLEASE CONTACT KTC’S HUMAN RESOURCES MANAGER,
JAY WARREN
P.O. BOX 548, WILBURTON, OK 74578-0548
TELEPHONE: (918) 465-2323 / FACSIMILE: (918) 465-3666
FOR ASSISTANCE OR ACCOMMODATION
E. Sexual Harassment Policy

The policy of this school district forbids discrimination against any employee, student, patron or applicant for employment on the basis of sex. The KTC Board of Education will not tolerate sexual harassment by any of its employees. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which may include dismissal as an employee. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Each local campus director shall select, at the beginning of the school year, two (2) compliance officers of the opposite gender. Either officer shall have the authority to handle any case involving allegation of sexual harassment referred to him/her without regard to gender of the complainant. Employees chosen by the local directors to be compliance officers/coordinators shall be presented to the board for final approval.

A. General Prohibitions

1. Unwelcome Conduct of a Sexual Nature

   A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented “kidding” “teasing,” double meanings, and jokes; and unwelcome sexual flirtation or propositions.

   B. Verbal or written abuse, or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

   C. Sexually suggestive objects or pictures in the workplace/school.

   D. Unreasonable differential treatment based on gender.

   E. Anyone who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual
favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. Submission to the conduct is made either an explicit or implicit condition of employment;

2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed person(s); or

3. The conduct substantially interferes with a person’s work/school performance, or creates an intimidating, hostile, or offensive work/learning environment.

C. Possible levels at which sexual harassment may occur:

1. Among peers or co-workers.

2. Between supervisors and subordinates or teachers and students.

3. Imposed by non-employees or students.

4. Imposed by an employee on a student or a non-employee.

D. Specific Prohibitions

1. Administrators and Supervisors

   It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-supervisory Employees, Students or Patrons.

   It is sexual harassment for a non-administrative and non-supervisory employee, student or patron to subject another such employee, student or patron to any unwelcome conduct of a sexual nature. Anyone who engages in such conduct shall be subject to sanctions, as described below.
E. Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the KTC grievance procedure or visitor grievance procedure.

a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the campus or district compliance officers/ coordinators. If the employee’s direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president. The complaint will be made in writing. It is helpful if details of dates, times, places, and witness(es), if any, to the harassment can be provided.

b. Employees, students, or patrons are also urged to report any unwelcome conduct of a sexual nature by supervisors, fellow employees, fellow students or patrons if such conduct interferes with the individual’s work/school performance or creates a hostile or offensive working/learning environment.

c. Confidentiality will be required of campus compliance coordinators; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. Said officers shall also caution the complainant, the accused, and any witnesses to maintain confidentiality. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

d. Any writing or other physical evidence connected with any complaint shall be kept locked away by the appropriate compliance officer/coordinator and shall be made available only to the director, the officer conducting the investigation, the complainant, the accused, and any attorney’s directly involved. If the complainant or the accused is a minor, then the information and any redress requested by the complainant shall be made available also to that minor’s parent or guardian.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The compliance officer(s)/coordinator(s) has the responsibility of investigating and resolving complaints of sexual harassment.

Compliance officer(s)/coordinator(s) shall:

a. Meet with the complainant to determine the nature and the extent of the alleged incident.

b. Keep a thorough, written record of the complaint, including:
   1. Name of the complainant,
   2. The person(s) accused of sexual harassment,
   3. Date,
   4. Time,
   5. Location,
   6. Description of the incident(s),
   7. Witness(es) and their statement(s),
   8. Any redress sought by the complainant.

c. Meet with the person accused of sexual harassment and inform him/her that a complaint of sexual harassment has been made against him/her.

d. After gathering all information the compliance officer believes relevant from the complainant, the accused, and other witnesses, the compliance officer will determine whether or not, in his/her opinion, sexual harassment has taken place.

e. After receiving the formal complaint, the compliance officer shall submit a written opinion concerning its validity to the director, who then shall submit it to the superintendent within 15 classroom days.
f. The superintendent shall then render a decision as to what action is to be taken, respecting all legal and constitutional rights due both the complainant and the accused.

g. Within 10 classroom days, an appeal of the superintendent’s decision may be made to the KTC Board of Education, in which event the board may accept, modify, or reject the superintendent’s decision.

3. Any employee, student or patron found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, and dismissal from KTC, removal from premises or termination subject to applicable procedural and due process requirements.

F. Notice of Policy

The superintendent shall direct local campus directors to make the intent and procedures of the sexual harassment policy and sexual harassment procedures known to all employees and all students of KTC. The superintendent shall do this by directing appropriate procedures to be followed by said directors.

REFERENCE: Title VII of the Civil Rights Act of 1964
29 C.F.R. §1604.1, et seq.

CROSS-REFERENCE: Policy DO, Termination, Certified Teachers
Policy DO-R, Teacher Termination Procedures

F. School Safety and Bullying Prevention (Adopted: 7/1/2017)

Policy Statement
Kiamichi Technology Centers (KTC) prohibits acts of harassment, intimidation or bullying of students, school personnel or others on school property, at any school-sponsored activity, on a school bus and/or in a school vehicle and any other time if the behavior directly affects the good order, efficient management and welfare of the school district.

Definition
“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward an individual or group that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of social media, an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Expected Behavior
KTC expects every individual to conduct themselves with proper regard for the rights, safety and welfare of other individuals, the educational purpose underlying all school activities, and the care of school facilities and equipment. Standards for behavior must be modeled cooperatively through interaction among the students, parent(s) or legal guardian(s), school administrators, faculty, staff, volunteers and community members, producing a culture that encourages respect for self and others, self-discipline, good citizenship and academic success.

Reporting
Complaints alleging violations of this Policy shall be reported to the respective site administrator (Campus Director, Assistant Campus Director) verbally, in writing, via email, by contacting the District Compliance Coordinator at jwarren@ktc.edu or a report can be filed anonymously from the Submit Feedback button located on the homepage of the KTC website www.ktc.edu. Verbal reports should be followed in writing and no formal disciplinary action shall be taken solely on the basis of an anonymous report.

1. Any school personnel that has reliable information that would lead a reasonable person to suspect that an individual or group is a target of bullying shall immediately report it to the site administrator.

2. All other members of the school community, including students, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy.

3. Any complaints received by the District Compliance Coordinator or anonymously will be forwarded to the appropriate site administrator as soon as reasonably possible.

4. KTC prohibits reprisal or retaliation against any individual who reports an act of harassment, intimidation or bullying. The consequence and appropriate action for a person who engages in reprisal or retaliation shall be subject to but not limited to counseling, suspension, and dismissal from KTC, and/or removal from premises or termination subject to applicable Federal and State statutes, KTC policies and procedures and procedural and due process requirements.
Investigation
The site administrator is responsible for determining whether an alleged act constitutes a violation of this policy. The site administrator shall conduct a prompt, thorough and complete investigation. During the process of the investigation the site administrator will:
1. Meet with the complainant to determine the nature and the extent of the alleged incident.
   a. Keep a thorough, written record of the complaint, including:
   b. Name of the complainant, date, time, location,
   c. The person(s) accused of violating this policy,
   d. Description of the complaint,
   e. Witness(es) and their statements,
   f. Outcome sought by the complainant.
2. Meet with the person accused of violating this policy and inform him/her that a complaint has been made against him/her and request a statement regarding the complaint.
3. After gathering all information believed to be relevant from the complainant, the accused, and witness(es), the site administrator will determine whether or not, in his/her opinion, a violation of this policy has taken place.
   a. If the complainant and/or accused is a high school student, notification will be made to the parent/legal guardians, partner school administration and district administration.
   b. If the complaint is determined to be valid and serious, the site administrator will contact law enforcement and notify district administration.
Consequences and Appropriate Response
The site administrator is responsible for determining the appropriate response when it is determined that a violation of this policy has occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. An appropriate consequence will be determined after meaningful consideration of these factors. Any student, school personnel or others found to be in violation of this policy shall be subject to but not limited to counseling, suspension, and dismissal from KTC, and/or removal from premises or termination subject to applicable with Federal and State statutes, KTC policies and procedures and procedural and due process requirements.
1. The following factors should be considered in determining the appropriate response to individuals who are found to be in violation of this policy:
   a. The developmental and maturity levels of the individual(s) involved,
      (if a student, is the student on an IEP or 504?)
b. The nature of the behavior, seriousness and/or the level of harm committed or intended,
c. The surrounding circumstances,
d. Past incidences or continuing patterns of behavior(s),
e. The relationships between the individuals involved; and,
f. The context in which the alleged incidents occurred.

2. Any student, school personnel or others found to have falsely accused another as a means of harassment, intimidation or as a means of bullying shall be subject to but not limited to counseling, suspension, and dismissal from KTC, and/or removal from premises or termination subject to applicable with Federal and State statutes, KTC policies and procedures and procedural and due process requirements.

3. If it is determined that a referral to appropriate professional services (mental health care, substance abuse or other counseling) is needed, the site administrator will notify the District Compliance Coordinator and request such information. The site administrator will provide the information to the individual(s).

4. The site administrator will notify district administration of any discipline resulting from a violation of this policy.

5. The site administrator is responsible for ensuring that each investigation is fully documented and a record will be kept on file and available for review upon request.

Publication, Prevention and Education
KTC will provide access annually to students and their parent(s) or legal guardian(s), school administrators, faculty, staff, volunteers and community members, the rules of the district regarding student conduct, student’s due process and other rights. This Policy will appear in all publications of KTC’s handbooks, policy and procedures manual and standards of conduct for the district to include placement on the schools website located at www.ktc.edu.

KTC’s School Safety and Bullying Prevention Policy shall be incorporated into the district’s annual in-service training for employees and annual orientation for students. KTC will support, to the extent funds are available for these purposes, professional development training to school personnel and volunteers who have significant contact with students.

Annual training/education will be provided to school administration in preventing, identifying, investigating, responding and reporting incidents of violations of this policy.

The District Compliance Coordinator is responsible for district coordination of this policy. The site administrator shall be responsible for enforcing this policy at each respective campus.
G. Drug and Alcohol Policy

KTC requires all students to attend drug awareness programs held throughout the school year. These seminars are designed to inform students about the Board of Education's Drug-Free School and Campus Policy; and to educate students about the dangers of drug abuse, to provide information about drug counseling and rehabilitation services.

KTC Board of Education adopted a policy, mandated by the Drug Free Schools and Communities Act Amendment of 1989 for Drug and Alcohol Abuse Prevention.

The policy states that each student and employee be informed in writing of the following:

1. KTC Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by its students and employees on its property or as part of any of its activities.

2. Current local, state and federal laws will be adhered to concerning violations of the policy stated above.

3. Information will be provided to each student and employee of health risks associated with the use of illicit drugs and the abuse of alcohol (information available upon request.)

4. Each student and employee is to be given information on the nearest drug or alcohol counseling, treatment, or rehabilitation or re-entry program.

5. That the violation of its policies will result in the following disciplinary action:
   a. Employee violation of the stated policy will result in termination of employment and particulars of the violation forwarded to the local authorities.
   b. Student violation will result in one or more of the following actions:
      (1) A required meeting of student and parent(s) (if high school student) with school officials, concluding with a contract signed by the student and parent(s) (if secondary student) in which a drug problem is acknowledged and the student agrees to stop using and to participate in drug counseling or a rehabilitation program.
      (2) Suspension
      (3) Referral to a drug treatment center
      (4) Notification of local law enforcement
In an effort to keep the campus free of drugs and alcohol, the campus may use specifically trained non-aggressive dogs to sniff out and alert staff to the presence of prohibited substances.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

The consumption of alcohol and/or illicit drugs can be harmful to your health, can lead to dependency, can be harmful during pregnancy, and can impair your ability to operate automobiles, equipment and machinery in a safe manner.

For specific information regarding the consumption/use of alcohol and/or illicit drugs, please visit the following links:

https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health


H. Hazardous Communications

All containers of hazardous or potentially hazardous materials will be clearly labeled identifying it as hazardous. Each program instructor/coordinator or individual in charge will conduct a safety orientation at the beginning of the school year explaining the hazards involved while working with or near the chemicals. The orientation will also include a complete review of the material safety data sheet for each hazardous chemical.

The employee/student hazardous chemical training program will be implemented at the beginning of the school year. This includes:

1. Teacher orientation/briefing (in-service)

2. Student orientation/briefing (1st week of school)

3. Safety practices will be stressed at all times. New students will be oriented upon arrival to the program.

4. All containers will be clearly labeled displaying the appropriate warning identification.
All employees/students will be provided a duplicate of this program listing the hazardous chemicals on campus and the training program where it is used. Safety Data Sheets (SDS) will be provided to all staff/faculty personnel. All the hazards of chemicals used in a non-routine task must be labeled. Any pipes transmitting hazardous materials will be appropriately labeled when applicable.

All contractors, part-time employees, or service personnel will be informed of the hazardous chemicals and their location on campus. A safety briefing will be provided to these individuals before being allowed to enter an area.

I. Asbestos Awareness

Compliance (AHERA)

Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), and to the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-519 and the United States Environmental Protection Agency Rule,

"Asbestos Containing Material in Schools, 40 CFR Part 763" all buildings located on each of the sites of the KTC have been inspected for asbestos containing materials. The inspections and re-inspections were done by Accredited Department of Labor inspectors and all samples were submitted to an EPA certified laboratory for analysis.

AHERA Awareness

In accordance with AHERA, the facilities of KTC (Wilburton, McAlester, Poteau, Hugo, Talihina, Atoka, Spiro, Idabel, Stigler, Durant and Antlers) have been re-inspected for Asbestos Containing Building Materials (ACBM). No additional ACBM was found at these facilities. All known ACBM has been removed.

Management Plan Availability

The management plan for the entire district is available for review in the administrative offices of the KTC located in the office of the superintendent of schools, KTC, 1004 Highway 2 North, P.O. Box 548, Wilburton, Oklahoma 74578. In addition, each campus shall maintain a management plan for that campus in the office of the campus director. All sites shall maintain documentation for notifications, building renovations, building additions, ACBM response actions, periodic surveillance, re-inspections, employee and student-worker training data, and notifications to building occupants and short-term workers, according to the site management plan.

J. Weapon-Free Schools

In order to provide a safe environment for the students, staff and patrons of the district,
the board of education adopts this policy prohibiting the possession and/or use of
dangerous weapons, replicas or facsimiles of dangerous weapons and items or
instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the
students, staff and patrons of the district. In addition, possession of dangerous weapons,
or replicas or facsimiles of dangerous weapons, disrupts the educational process and
interferes with the normal operation of the district.

A. FIREARM – Student Suspension

It is the policy of KTC that any student who is determined to have brought a firearm (as
defined by Section 921 of Title 18 of the United States Code) to a school under the
jurisdiction of KTC shall be suspended out of school for a period of not less than one
year.

Any out-of-school suspension imposed under this policy may be modified for any student
on a case-by-case basis by superintendent or board of education of KTC.

For the purposes of this policy, the term "determined to have brought a weapon to a
school under the jurisdiction of KTC" means any student being in possession or control
of a weapon on property owned, leased or rented by KTC, including, but not limited to,
school buildings, parking lots and motor vehicles and any student who is in possession or
control of a weapon at any district sponsored function regardless of whether such
function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with
discipline of students with disabilities.

It is the policy of this district to refer, to appropriate law enforcement, any student who
violates this policy. Any firearm seized from a student by any school employee shall
immediately be delivered to a law enforcement authority for disposition pursuant to
applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the
procedural safeguards set forth in KTC’s policy for the out-of-school suspension of
students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no
education plan shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to
school under the jurisdiction of KTC, as defined above; current district policy on student
suspensions for non-weapon violations are unaffected by this policy.
B. POSSESSION OF DANGEROUS WEAPONS

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person’s consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE and BY WAY OF EXAMPLE ONLY and IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under immediate suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated
safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact law enforcement, if appropriate.

2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.

3. Notify the student's parents if a high school student.

4. Transfer confiscated weapon to law enforcement, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

C. Adult Students/School Employees/Visitors - Handguns on School Campus

SB 1733 amended OKLA. STAT. tit. 21 § 1277 by designating the limited areas in which handguns can be located on a technology center campus. Adult students, school employees and visitors may not carry a gun into any technology center school facility (including offices, common areas, or structures of whatever type or kind). Likewise, it is unlawful for any adult student or school employee to carry a handgun onto the campus of a K-12 school whether or not the adult student or school employee is engaged in an activity related to the technology center in which the student/employee is enrolled or
employed. Students or school employees found in possession or control of a handgun in violation of school policies and applicable state or federal laws will suffer the most severe disciplinary consequences available, up to and including removal from school, and referral of unlawful handgun possession or storage to authorities for criminal prosecution. The only area that adult students, school employees or visitors, who have a valid handgun license, may have a handgun on a technology center campus is in a vehicle in the parking lot of the school campus, provided the handgun is carried or stored as required by law. No handgun may be removed from a vehicle absent the express permission of the superintendent.

**K. Social Media Guidelines** *(Adopted: 2/9/10)*

Social networks should be viewed as communications media and are a part of our everyday lives. These networks can be valuable tools in gathering and disseminating information. When using social networks such as Facebook, Snapchat, Instagram, LinkedIn, Twitter, and others as representatives of KTC, we must protect our professional integrity and KTC staff should identify themselves as such. Information shared on social networks must be accurate, clear and precise when describing who we are, the information we are sharing and the information we are seeking. Online data trails reflect on our professional reputations and that of KTC.

Information posted on social networks should be presumed to be publicly available to anyone. Privacy controls can be used to limit access to sensitive information but such controls should be viewed as only a deterrent. Reality is simple: If you do not want something to be found online, do not put it there. KTC staff should refrain from writing, tweeting or posting anything that could be perceived as reflecting political, racial, religious or other bias or favoritism that could be used to tarnish our professional credibility. This same caution should be used when joining, following or friending any person or organization online.

KTC staff should monitor information posted on your own personal profile sites by those with whom you are associated with online for appropriateness. Personal pages online are no place for the discussion of internal issues, decisions, personnel matters and personal or professional matters involving KTC staff. The same is true for opinions or information regarding any business activities of KTC.

KTC staff should not use social networks to be cruel to others (cyberbullying) by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. This includes direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the person(s) targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.
We all have a stake in upholding the district’s professional reputation, which has been and continues to be one of our chief assets. These guidelines do not break new ground – they are consistent with the district’s current policies and ethical guidelines. These guidelines simply take into account the new realities of the social networking world.

L. **Moment of Silence** (Adopted: 8/13/02)

It shall be the policy of the KTC Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

These options will also be included in the student handbooks.

1. **The minute of silence will be held at the start of the school day.**

2. **The minute of silence will be conducted by the Program Instructor at the appointed time.**

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Reference: 70 O.S. §11-101.1  
70 O.S. §11-101.2
IV. FINANCIAL AID POLICY

A. INTRODUCTION

1. Statement of Purpose

The Student Consumer Information and Policy and Procedures Manual describes KTCs’ administration of its student aid programs. The manual sets forth the institution's policies and goals in regard to student aid and describes the steps which must be taken to implement these policies. The manual is also intended to inform students of specific procedures, which must be followed when applying for, and receiving student aid.

2. Financial Aid References

The financial aid office at KTC is located in the Wilburton Administrative Office. In addition to the Student Consumer Information and Policy and Procedures Manual, other regulations, which affect student aid, will be adhered to. These regulations and guides are located in the financial aid office and/or online are as follows:

- Federal Student Financial Aid Handbook
- Verification Guide
- EFC Formula Books
- U. S. Department of Education Dear Colleague Letters
- NASFAA Newsletters
- OASFAA Newsletters
- SWASFAA Newsletters
- Financial Aid Legislation (Federal Registers)
- U. S. Department of Education Audit Guide

B. PHILOSOPHY AND POLICIES OF KTC

1. Mission

Preparing People for Success

2. Accreditation

KTC is accredited by the following agencies:
- Oklahoma Department of Education
- Oklahoma Board of Career and Technology Education
Current or prospective students wishing to review documents describing the institution's accreditation, approval or licensing should submit a written request to do so to the superintendent. Within ten working days of submission of the request, documents will be made available to the student for inspection.

3. **Non-Discrimination Clause**

Kiamichi Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information with respect to its programs or any aspect of its operations. The following person has been designated to handle inquiries concerning application of KTC’s non-discrimination policies: Jay R. Warren, Compliance Coordinator, PO Box 548, Wilburton, OK 74578; (918) 465-2323.

4. **Policy Notification**

It is the policy of KTC to provide equal opportunities without regard to race, color, national origin, sex/gender, religion, age, qualified disability, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, employment, and educational services. Inquiries concerning application of this policy may be referred to the superintendent of KTC or to the district or campus compliance coordinators listed on pages 37 and 38 of this student handbook.

5. **Oklahoma Department of Career and Technology Education Policy Notification**

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, national origin, sex/gender, disability, or veteran’s status. Inquiries concerning application of this policy may be referred to the Oklahoma Department of Career and Technology Education, Compliance Coordinator, 1500 W. Seventh Street, Stillwater, OK 74074-4364 [1-(800) 522-5810 or (405) 377-2000]

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6. **Family Educational Rights and Privacy Act (FERPA)**

Student records are maintained by KTC in compliance with PL93-380, the Federal Education Act of 1974. FERPA is a United States federal law that governs the access of American citizens' educational information and records. All student records are available for inspection by the student. Current students wishing to review their records must submit a written request to the campus director. Within 10 working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the records. Upon the student's request, the school will send an official transcript to any college or agency provided that: (1) a release of information form has been signed by the student; and (2) financial obligations to the school have been met.

FERPA gives parents access to their child's education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records \textit{after that student is 18 years old}. The law applies only to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Other regulations under this act, effective starting January 3, 2012, allow for greater disclosures of personal and directory student identifying information and regulate student IDs and e-mail addresses.

Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

This privacy policy also governs how state agencies transmit testing data to federal agencies.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

The law allows students who apply to an educational institution such as graduate school permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.
FERPA specifically excludes employees of an educational institution if they are not students.

7. Release of Student Information/Family Educational Rights and Privacy Act

KTC may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act. The following items of information are considered "directory information" and can be released without consent or a record of disclosure.

- Name
- Address
- Telephone number (unless it is unlisted)
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous educational agency or institution attended
- Participation in officially recognized activities and sports

Students may withhold directory information by notifying the campus director, in writing within 10 calendar days after their first scheduled day of class of such election. All written requests for non-disclosure will be honored for only one academic year.

8. Crime Awareness and Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990 (P.L. 101-542), all criminal offenses occurring at KTC must be reported to the campus director who in turn will report findings to the superintendent. KTC will report these offenses to the appropriate law enforcement officials and will assist the agency in the investigation of the offense.

Visit the following link for Statistics on Crimes Reported and Arrests: www.ope.ed.gov/security/Index.aspx

The Crime Awareness and Campus Security Policy can be found in the Board of Education Policy Book, Section 24, page 24.62.
C. FINANCIAL AID PHILOSOPHY AND POLICIES

1. Philosophy of KTC Financial Aid

It is the philosophy of KTC that no qualified student be denied the opportunity of attending school regardless of their financial situation.

The purpose of the financial aid program at KTC is to provide financial assistance to students, who without aid would be unable to attend school. Financial assistance is offered in the form of grants, scholarships, and federal fund programs.

Financial assistance is viewed only as supplementary. The student and the family of a student, when applicable, is expected to make a maximum effort to assist with educational expenses.

It is the policy of KTC to award federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested.

2. History of KTC Financial Aid

KTC opened for classes in the fall of 1969. In the spring of 1970, negotiations to obtain institutional participation rights for Federal Title IV programs of student financial assistance were begun. KTC began awarding Federal Title IV funds in the fall of 1970. John L. Workman currently holds the title of financial aid coordinator.

3. Financial Aid Policy Development Process

The financial aid coordinator is responsible for initiating the development of the financial aid policy at KTC. Others, including the superintendent, the financial aid staff, deputy superintendent, and the board of education may be involved.
D. ADMINISTRATIVE AND FINANCIAL AID ORGANIZATION AND OFFICE MANAGEMENT

1. Organizational Chart

Financial Aid Coordinator
Wilburton Administrative Office

Financial Aid Secretary
Wilburton Administrative Office

Financial Aid Secretaries
Atoka Durant Hugo McAlester Idabel Stigler Talihina Poteau Spiro

2. Purpose of the Financial Aid Office

The purpose of the financial aid office is: (1) to provide professional financial counseling to students and parents concerning meeting the costs of education. The office shall help students seek, obtain, and make the best use of all financial resources available; (2) to administer Title IV Aid programs competently according to the institution's philosophy and policies as stated in Section 2 and federal regulations; and, (3) to maintain institutional records of assistance programs and students assisted.

3. Financial Aid Coordinator Job Description and Responsibilities

a. General Job Description

The primary responsibility for this position is to provide professional financial counseling to parents and students. The financial aid coordinator is responsible for assembling and maintaining student aid records, assessing eligibility of applicants for aid, authorizing aid, and completing federally mandated reports and designing and implementing systems to accomplish these tasks. The coordinator is also responsible for the fiscal aspect of financial aid. This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with clients about sensitive policies and procedures, and ability to deal with
constantly changing program regulations.

b. **Specific Responsibilities**

Counseling  
Needs analysis  
Record maintenance  
Report preparation and completion  
Authorizing and processing Pell awards and aid payments  
Coordinating activities with other offices and agencies providing financial assistance to students  
Verifying application data on selected applicants  
Preparation of the fiscal operations/fiscal application report  
Annual revision of Student Consumer Information and Policy and Procedures Manual  
Calculating refunds, overpayments and payments due when student withdraws  
Informing other offices and agencies when a student withdraws  
Maintaining current knowledge of relevant federal regulations  
Coordinating fiscal matters with business manager, including cash requests, cash accountability, and cash disbursements  
Process incoming mail  
Prepare student files

4. **Financial Aid Records Management**

**Location and Maintenance of Financial Aid Files and Records**

All financial aid files and records are located in the financial aid office. The financial aid coordinator has the responsibility for maintaining these files and records.

5. **Financial Aid Office Administration**

a. **Office Hours**

The financial aid office is available to see students Monday through Friday during regular operating hours. Appointments may be scheduled at other times by contacting the financial aid office.

b. **Calendar of Financial Aid Activities**

The financial aid coordinator(s) attends all of the Oklahoma Association of Student Financial Aid Administrators (OASFAA) meetings, Oklahoma Department of Career and Technology Education's financial aid meetings, Dept. of Education's Federal Student Aid (FSA) Training Conference,
Oklahoma Association of Veterans Coordinators and Counselors (OAVCC) meetings and periodically attends Southwest Association of Student Financial Aid Administrators (SWASFAA) and National Association of Student Financial Aid Administrators (NASFAA) meetings (approximately 50%).

c. Distribution of Forms

John L. Workman, District Financial Aid Coordinator; Lehann Reager, financial aid secretary, and campus financial aid secretaries have been designated as the employees responsible for disbursing applications, forms, and information to current and prospective students.
V. STUDENT CONSUMER INFORMATION

A. PARTICIPATION IN FINANCIAL AID PROGRAMS

1. Institutional and Program Eligibility

Documentation regarding KTC eligibility for all aid assistance programs are located in the financial aid office. The financial aid coordinator is responsible for the coordination of the program participation agreements.

2. Financial Assistance Available at KTC

The following programs of assistance are available at KTC:

a. **Title IV Programs:**
   - Pell Grant
   - Federal Supplemental Educational Opportunity Grant
   - Federal Work Study
   - Oklahoma Tuition Aid Grant

b. **Other Programs:**
   - Big 5
   - Bureau of Indian Affairs
   - Choctaw Nation Career Development
   - Chickasaw Nation
   - Department of Rehabilitation Services
   - Horatio Alger Scholarship
   - Independent Living Act
   - KTC Steps to Success Tuition Waiver
   - Oklahoma CareerTech Foundation Memorial Scholarship
   - Oklahoma GI Bill©
   - Oklahoma Nursing Student Assistance Scholarship
   - Otha Grimes
   - TAA (Trade Adjustment Act)
   - Tribal Assistance
   - Veterans Educational Benefits
   - Veterans/Vocational Rehabilitation Benefits
   - WAEDA (Western Arkansas Education Development Authority)
   - WIOA (Workforce Innovation and Opportunity Act)

c. **KTC does not participate in any loan programs.**
3. **General Student Eligibility Criteria for Federal Title IV Financial Aid**

In general, a student is eligible to participate in federally funded programs if the student:

a. Is a regular student, pursuing a degree, certificate, or other recognized educational credential;

b. Is a full-time or half-time student according to the standards established at KTC;

c. Is enrolled or accepted for enrollment as a post-secondary student who has a high-school diploma, GED certificate;

d. Is a U.S. citizen or eligible noncitizen;

e. Has financial need;

f. Is academically qualified and is maintaining satisfactory progress in the course of study he/she is pursuing according to the standards of KTC;

g. Is within the school's attendance policy;

h. Does not owe a refund on a Title IV HEA Grant or scholarship overpayment and/or is not in default on any Federal loan received for attendance at any institution as evidenced by a signed statement, and financial aid transcripts;

i. Is registered for selective service or exempt from registration as evidenced by signed statement of registration compliance;

j. Agrees to use any federal aid received solely for educational purposes.

4. **Rights and Responsibilities of Student Aid Recipients**

a. **Fair Evaluation of Financial Need/Federal Needs Analysis Methodology**

KTC utilizes the Free Application for Federal Student Aid (FAFSA) to assess financial need. Free Application employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV campus-based assistance. The Federal Needs Analysis Methodology formulas are established through federal regulations.

Federal Needs Analysis Methodology is based on the following philosophies:

1. To the extent that they are able, parents have the primary responsibility to pay for their children's education.
2. Parents will, as they are able, contribute funds for their children's education.
3. Students, as well as their parents, have a responsibility to help pay for their education.
4. The family should be accepted in its present financial condition.
(5) A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute.

Briefly, for dependent student, three broad categories of family's resources are examined in need analysis. They are (1) parent's income (the available income concept); (2) parent's assets (the income supplement concept); and (3) student resources (including summer earnings, veterans benefits, and other similar benefits). For independent students, income and assets are examined.

b. Confidentiality of Student Records

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to the financial aid staff, campus administration, deputy superintendent and the superintendent. Application materials become the property of KTC upon submission and are maintained in the student's file.

c. Student Inspection of File

A student is entitled to examine his/her file within ten (10) working days after a written request to do so is filed with the financial aid coordinator.

d. Verification and Updating of Information

All students are required to update key application data upon submission of their aid application. Selected students will be required to submit documentation to verify the accuracy of family financial aid and other data. If a student is selected to verify application data by the U. S. Department of Education, he/she will be informed in writing of the documentation requirements. The student will be given until the end of their first payment period to provide or document attempts to provide required information. Students who fail to complete verification, will not receive assistance. Students whose EFC number, award, etc., has changed as a result of verification, will be notified in person by the campus financial aid secretary before their file is sent to the financial aid administrator. If a student, employee, or other individual is suspected of misreporting information and/or altering documentation for the purpose of increasing his or her student aid eligibility or fraudulently obtaining federal funds, we will report our suspicions and provide any evidence to the Office of Inspector General or to local law enforcement officials.
e. **Satisfactory Academic Progress (SAP)** (Effective: 7/1/12)  
(Applies to all students including VA beneficiaries)

The academic year is defined, for Title IV (federal financial aid) purposes, as 900 clock hours and 26 weeks of instruction. Payment periods are defined as half the academic year (900 clock hours equals payment periods of 450 clock hours and 13 weeks) or half the career major/program, whichever is shorter. The payment periods are defined by regulation in both hours and weeks. Progress will be checked at the point when the student’s scheduled clock hours for the payment period have elapsed or the date a student is dropped, regardless of whether the student has attended them.

There are two components to satisfactory academic progress:

1) **Qualitative:** If, at the end of a Pell payment period, the student’s cumulative grade is a “C” or above, the student has met the qualitative requirement for continued eligibility for financial aid for the following payment period unless the career major/program has a higher standard. If the student’s cumulative grade is “D” or “F”, the student will be placed on a Financial Aid WARNING for one Pell payment period. If student makes “F’s” for all course work completed in a payment period, they will be dropped. The student may continue to receive financial aid for the payment period during which he/she is in the warning period provided the student is otherwise eligible. If the student fails to make a cumulative grade of “C” or above at the end of the warning period, the student will no longer be eligible for Title IV federal financial aid at KTC. There is no avenue for appeal.

2) **Quantitative:** In order to be eligible to continue receiving financial aid, a student must be making satisfactory academic progress. A student is normally considered to be making satisfactory progress so long as he/she is making a cumulative grade of “C” or above, and is making a pace of progression toward the attainment of a career major/program completion certificate. Pace of progression means a student is progressing through the career major/program to ensure successful completion within the maximum timeframe. The maximum timeframe is 115% of the career major/program hours.

* Successful completion of a payment period means that the seat time hours and weeks have been completed along with all coursework commensurate with the payment period.
Re-Establishing Eligibility:

In order for a student to receive Title IV federal financial aid or VA benefits after having been deemed not eligible a student must re-establish eligibility. If a student returns in the same career major/program, he/she must satisfactorily complete the hours in the payment period for which they were paid. Once the student has demonstrated satisfactory academic progress as described in the quantitative and qualitative components, the student can proceed to the next payment period.

A progress report will be completed at the end of each payment period for each student receiving financial aid. The progress report will reflect grades, progression, as well as attendance. If a student is not progressing at a normal pace, the student will be considered unsatisfactory, and the next Pell disbursement will be delayed.

Transfer Credit

The SAP Policy applies to students transferring from one career major/program to another. Students are responsible for satisfactory progress in the first career major/program (even if they did not receive financial aid) before being eligible for financial aid in the second career major/program. Students transferring from another school district can start over as far as grades and attendance are concerned. However, if credit is accepted from another school district or military service, the transferred credit will be evaluated by the instructor and credit may or may not be given. If credit is given, the student must complete the career major/program in the maximum time frame set by KTC.

In accordance with Oklahoma State Senate Bill 1863 (Post-Military Service Occupation, Education and Credentialing Act) and 38 CFR 21.4253(d)(3), students must provide all transcripts and records of previous education and training, to include military transcripts. Program instructor(s) will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

A detailed written record of all previous education and/or training must be maintained in the student’s file.
Withdrawals and Incompletes

All students must file change of status form(s) in order to properly be withdrawn from school. VA students withdrawing or being terminated will have their VA benefits suspended. In order to return eligibility must reestablished.

Students achieving Student Academic Progress (SAP) at the time of their withdrawal and returning to the same career major/program within 180 days are considered to be in the same payment period.

Withdrawal Scenarios: (Title IV only)

If a student did not complete more than 60% of the payment period and a return of Title IV funds was made and the student returns in the same career major/program within 180 calendar days, the amount returned can be disbursed.

If a student completed more than 60% and no Return of Title IV funds was made and 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 course work previously paid for has been satisfactorily completed.)

5. Pell Grant Program

a. Purpose

The Pell Grant is a federally funded grant, which provides up to $6,095 to post-secondary students who are enrolled at least half time.

b. Eligibility Requirements

Students must meet the general eligibility requirements as outlined in Section V, Item A. 3., page 68. In addition, this grant is restricted to students who have not earned a bachelor's degree. Students may not receive a Pell grant from more than one institution concurrently.

c. Application Procedures

Students must complete a “FREE Application for Federal Student Aid" (FAFSA) form which is available electronically through FAFSA on the web and other free government sites. Students are encouraged to seek the assistance of the financial aid secretary when completing the application.
Applications are then mailed or filed electronically to a federal processing center. Later, the student will receive a Student Aid Report (SAR) or Institutional Student Information Report (ISIR), which includes a summary of application information and the determination of the eligibility index. This index is the result of computations involving the financial and nonfinancial data submitted on the application. The method of computation is applied to all students uniformly. The specific computations involved in the calculation may be obtained by contacting the financial aid coordinator.

Students should inform the financial aid secretary that they have completed a FAFSA. If they meet all eligibility requirements, they will receive an award letter notifying them of the amount of their grant award and projected payment schedule.

Students whose programs will not be completed within the fiscal year (July 1-June 30) should consult with the financial aid secretary to see if they will need to file two "Free Application for Federal Student Aid" (FAFSA) forms in order to receive Pell grant payments for their entire program.

d. **Criteria for Selecting Recipients from Group of Eligible Applicants**

All students who are eligible will receive a Pell Grant.

e. **Criteria for Determining Amount of Student Aid**

Pell Grant amounts are based upon the following:

1. Tuition and fee costs for program plus Pell grant living allowances
2. Enrollment status of student (full-time or half-time)
3. Length of program and length of time student is enrolled
4. Payment schedule revised annually by federal government and available for inspection in the financial aid office

f. **Method and Frequency of Distribution**

Pell grants will be disbursed at prescribed intervals furnished on student’s award letter.

6. **Oklahoma Tuition Aid Grant (Student State Incentive Grant)**

a. **Purpose**

The purpose of the Oklahoma Tuition Aid Grant (OTAG) is to assist students with financial need in meeting part of the cost of their education.
b. **Eligibility Requirements**

Students must meet all of the general eligibility requirements outlined in Section V, Item A. 3. page 68. In addition, the student must be an Oklahoma resident, attend an approved Oklahoma school, and must demonstrate substantial financial need as determined by the Oklahoma State Regents of Higher Education. Students receiving a tuition waiver do not qualify.

c. **Application Procedures**

Students who wish to apply for this grant program must complete the "Free Application for Federal Student Aid" (FAFSA) form and must complete the Federal Student Aid Release Section of this form giving permission for the release of their financial information to the state financial aid agency (Oklahoma State Regents for Higher Education).

d. **Criteria for Selecting Recipients from Group of Eligible Applicants**

Eligible applicants are funded to the limit of available funds on a first-come, first-served basis. Deadlines for application are established annually.

e. **Criteria for Determining Amount of Student Aid**

Grant amounts are based upon the following:

(1) Financial need as determined by the Oklahoma State Regents for Higher Education
(2) Cost of attendance at KTC

Oklahoma Tuition Aid Grants range from 10% to 75% of the cost of attendance for a nine-month period of time. The awards range from a minimum award of $200 per academic year or $100 per semester or trimester to a maximum award of $1,000 per academic year or $500 per semester or trimester.

f. **Method and Frequency of Disbursement**

After the Student Status Verification Report is processed, individual student checks will be processed by KTC for disbursement by the financial aid coordinator. Disbursement will usually be made twice per academic year, during the fall semester, and during the spring semester.
7. **Workforce Innovation and Opportunity Act**
   
a. **Purpose**
   
The purpose of the Workforce Innovation and Opportunity Act is to assist the economically disadvantaged and other individuals facing employment barriers who are in need of training to obtain productive employment.
   
b. **Eligibility Requirements**
   
Applicants must meet WIA economic, employment, and geographic guidelines which are determined by a WIA Counselor.
   
c. **Application Procedures**
   
To apply for WIA assistance, contact the WIA office in your county.

8. **Department of Rehabilitation Services**
   
a. **Purpose**
   
The purpose of the Department of Rehabilitation Services is to assist individuals who are physically or mentally disabled. Services include testing, psychological evaluation, medical examination, and counseling services.
   
b. **Eligibility Requirements**
   
Eligibility is determined by the Rehabilitation Services.
   
c. **Application Procedures**
   
Contact your assigned Department of Rehabilitation Services counselor.
   
d. **Criteria for Determining Amount of Student Aid**
   
In some cases, the Department of Rehabilitation Services will pay for tuition, books, and supply costs.

9. **Bureau of Indian Affairs**
   
a. **Purpose**
   
One of the purposes of the Bureau of Indian Affairs is to provide assistance to individuals who are at least one-quarter Indian and are listed on tribal rolls.
b. **Eligibility Requirements**

Bureau of Indian Affairs determines eligibility.

c. **Application Procedures**

To apply for assistance, contact your tribal office.

  Bureau of Indian Affairs  
  Drawer H  
  Talihina, OK 74571  
  (918-567-2207)

d. **Criteria for Determining Student Aid**

Assistance is determined by tribal agency. Grants may provide tuition, supplies, and living expenses. Pell students need to supply letter of intent for funding tuition to KTC.

10. **Steps To Success Tuition Waiver**

Kiamichi Technology Center (“KTC”) offers a tuition waiver for graduating high school seniors residing in the KTC district. For a listing of general conditions and required documentation, refer to Kiamichi Technology Center Board of Education Policies, Section 26, Page 26.51, Steps to Success, Tuition Waiver Policy/Request Form and Section 26, Page 26.51A Senior Citizen/Military Short-Term Class Discount Policy.

11. **Veterans Educational Benefits**

a. **Eligibility Requirements**

Veterans who meet eligibility requirements are eligible for educational assistance under Chapters 31, 32, 33, or 34 of Title 38 in the U.S. Code and Chapter 1606; The Montgomery GI Bill®- Selective Reserve. Additionally, dependents of veterans are eligible for educational assistance under Chapters 33 and 35 of Title 38. Chapter 1606; The Montgomery GI Bill®-Selective Reserve. To determine eligibility, call the Veterans Administration (1-888-442-4551).

**Maintaining Eligibility – Satisfactory Academic Progress**

A VA student is normally considered to be making satisfactory progress so long as he/she is making a cumulative grade of “C” or above, and is making a pace of progression toward the attainment of a program completion certificate. Pace of progression means a student is
progressing through the program to ensure completion within the maximum timeframe.

b. **Application Procedures**

   Contact the Veterans Administration or your VA Advisor (1-888-442-4551)

c. **Criteria for Determining Student Aid**

   Determined by Veterans Administration.

12. **Oklahoma G.I. Bill©**

   a. **Purpose**

   Provides tuition-free training to veterans if eligibility requirements are met.

   b. **Eligibility Requirements**

   To be eligible, veterans must meet the following criteria:

   1. Honorable discharge from the armed forces.
   2. Served a minimum of 18 consecutive months between the dates of 8/10/64 and 12/31/76 or discharged with a service connected disability.
   3. Been a resident of Oklahoma at the time of entry into service.
   4. Accepted benefits within ten years following discharge or release.
   5. Satisfy the eligibility requirements of the institution.
   6. Enroll in a program approved for veteran training.

   c. **Application Procedures**

   Contact the Veterans Administration or your VA Advisor (1-888-442-4551)

   d. **Criteria for Determining Student Aid**

   Determined by Veterans Administration.

13. **Veterans/Vocational Rehabilitation Benefits**

   a. **Purpose**

   To provide tuition assistance and required supplies.
b. **Eligibility Requirements**

Veterans who have been determined by the Veteran's Administration to possess at least 20% service-related disability.

c. **Application Procedures**

Contact the Veterans Administration or your VA Advisor (1-888-442-4551)

d. **Criteria for Determining Student Aid**

Determined by Veterans Administration.

14. **Oklahoma Nursing Student Assistance Scholarship**

a. **Purpose**

The purpose of the Nursing Student Assistance Scholarship program is to encourage persons to enter nursing education programs and to practice nursing in areas of the State of Oklahoma where there is an urgent need for nursing services or at institutions and agencies in this state which provide funds on a matching basis with the commission with the support of nursing students. Recipients are required to complete a full-time practice obligation of one year in the State of Oklahoma for each year of financial support received or repay the scholarship award plus interest and/or penalty.

b. **Eligibility Requirements**

Eligibility requirements are determined by the Physician Manpower Training Commission.

c. **Application Procedures**

Contact the financial aid officer for application. Applicants must show proof of acceptance or of being a student in good standing with an approved nursing school.

d. **Criteria for Selecting Recipients from Group of Eligible Applicants**

Applications are accepted and considered as long as funds are available. If more applications are received than can be funded, screening will be conducted by the Nursing Scholarship Advisory Committee and scholarship recipients will be selected. Income limitations may be imposed.
Criteria for Determining Student Aid

Determined by Physician Manpower Training Commission.

15. Oklahoma CareerTech Foundation - Otha Grimes Memorial Scholarship

a. Purpose

The Oklahoma CareerTech Foundation Scholarships are reserved for adult students who have initiated formal training to achieve career-tech objectives.

b. Eligibility Requirements

(1) Must be at least 18 years of age.
(2) Must be enrolled in and making satisfactory progress in an approved program.
(3) Must exhibit an evident need for scholarship assistance.
(4) Must declare an intention to complete a career objective in the stated CareerTech program.

c. Application Procedures

Applicants must use the authorized application form in the manner prescribed or suggested by the CareerTech Foundation. Contact the financial aid officer to apply.

d. Criteria for Determining Student Aid

Scholarships are reserved for deserving adult students who may not qualify for other scholarships or student assistance programs. Scholarships are awarded more on the basis of need and commitment rather than on good grades alone.

Scholarship stipulates that the awards be used toward books, tuition, and other direct expenses incurred for training.

16. Federal Supplemental Education Opportunity Grant (FSEOG) Program

The Federal Supplemental Education Opportunity Grant (FSEOG) is a need based grant that is available to those who have significant financial need, as proven by
appropriate completion of the Free Application for Federal Student Aid (FAFSA) form.

To be eligible for a FSEOG, students must meet the general student eligibility criteria for Federal Title IV Financial Aid located in the student handbook.

All students who enroll and complete the FAFSA form will be automatically evaluated for the FSEOG award. FSEOG funds will be awarded based on the availability of funds. Based on this availability of funds, students proven to have a significant financial need with an automatic “0” expected family contribution (EFC), will be considered to be awarded FSEOG funds once each payment period for a maximum of two (2) payment periods per school year.

The FSEOG first selection group will be those students with the lowest expected family contributions (EFC’s) who will also receive PELL grants in the award year. A reasonable portion of FSEOG funds will also go toward part-time students who meet the selection criterion.

The FSEOG second selection group will be those students with the lowest expected family contributions (EFC’s) who will not receive a PELL grant in the award year. It is anticipated that all funds will be used by the first selection group due to the limited amount of funds.

FSEOG funds are limited; students are encouraged to apply as early as possible each year. The amount awarded is dependent on the amount of funds available for FSEOG but will not be less than the minimum federal requirement.

17. Federal Work Study (FWS) Program
   a. Purpose

   The purpose of the FWS program is to give part-time employment to undergraduate and graduate students who need income to help meet the costs of post-secondary education and to encourage FWS recipients to participate in community service activities.

   b. Eligibility Requirements

   Students must meet the general eligibility requirements outlined in Section V, Item A. 3., page 68. In addition, an eligible recipient must have remaining financial need.

   (Cost of Attendance - EFC = Financial Need)
   (Financial Need - Other Resources = Remaining Financial Need)
c. Application Procedures

Any student with remaining financial need may apply for FWS. Students are advised of FWS availability by financial aid secretaries.

d. Criteria for Selecting Recipients from Group of Eligible Applicants

The school considers the student's financial need, number of hours per week they can work, the period of employment, the anticipated wage rate, the amount of other assistance available, whether work is available, and whether the job complements the student's academic and career goals.

e. Criteria for Determining Amount of Student Aid

KTC will award FWS to accepted applicants up to the amount of their remaining need. Original award will be based on estimated earnings limited by campus budget for Federal Work Study.

f. Method and Frequency of Distribution

FWS checks are distributed once a month along with the regular payroll (Last working day of the month).

18. Choctaw Career Development

a. Purpose

One of the purposes of the Choctaw Career Development is to provide assistance to individuals of Choctaw heritage.

b. Eligibility Requirements

The Choctaw Career Development Agency determines eligibility.

c. Application Procedures

To apply for assistance, contact your nearest Choctaw Career Development office. If you need assistance locating this office, contact your campus financial aid person.

d. Criteria for Determining Financial Aid

Assistance is determined by Choctaw Career Development. Grants may provide tuition, supplies and living expenses. Pell students need to supply letter of intent for funding tuition to KTC.
B. INSTITUTIONAL INFORMATION

1. Administration, Faculty, and Staff at KTC

A list of KTC administration and faculty is provided in the front of each respective handbook.

2. Facilities, Services and Programs for the Disabled

KTC facilities are being constructed to accommodate disabled students. Many students at KTC are classified as disabled. Special services are available to them through the financial aid officer and the counselor. The financial aid officer and the counselor work with agencies such as Vocational Rehabilitation, WIA (Workforce Investment Act), BIA (Bureau of Indian Affairs), and the Department of Human Services in coordinating and assisting the student with financial arrangements while they are receiving training. The counselor provides services such as personal and CareerTech counseling, tracking student progress, and teaching of pre-employment skills. Pre-employment seminars are held periodically and deal with topics such as developing positive self-concept, writing a resume, job interviewing, on-the-job human relations, and other areas vital to obtaining, adjusting to, and keeping a job.

3. Vaccination/Immunization Guidelines

KTC shall require the following students in the training programs of Allied Health Occupations, CNA and Home Health:

1. All students shall be provided guidelines for prevention of blood-transmitted diseases and informed of the risks of exposure in the health occupations training programs.

2. Require the following of all students in health occupations training programs:

   2.1 All students shall sign a statement that they have been provided guidelines for prevention of blood-transmitted diseases informing them of the risks involved.

   2.2 All students shall provide certification that they have taken the first vaccination shot and will proceed to take those shots required for Hepatitis
B during their health occupations training with KTC (at the cost of the student).

KTC shall require students in Practical Nursing training programs:

1. Each student must provide evidence of immunity against the following diseases:

   1.1 Tuberculin PPD

   1.2 MMR (Measles, Mumps, and Rubella)

   1.3 Hepatitis A

   1.4 Hepatitis B

   1.5 Varicella (Chicken Pox)

   1.6 Td, Tdap (Tetanus, Diphtheria, and Pertussis)

   1.7 Influenza (Flu Shot) – Required in the fall

2. Evidence of immunity must be completed and on file by the first day of class for regular students or by the first day of clinical rotation for alternates selected to fill vacant seats.

3. This policy may be viewed in detail in the Practical Nursing Student Handbook – Immunization Guidelines.

KTC shall require students in Emergency Medical Services (EMS) training programs to provide documentation of immunizations, Hepatitis B vaccine and negative PPD within the last 12 months and prior to starting hospital and field clinical rotations.

4. Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess cost and attorneys’ fees.

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

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

5. **Books**

A uniform mark-up of 25% of selling price shall be made on all books and curriculum material sold to students.

6. **Textbook Information**

There is no textbook charge to high school students within the KTC’ District. Adult students wishing to purchase textbooks may contact the appropriate campus at the following numbers:

- Antlers   (580) 298-6354
- Atoka     (580) 889-7321
- Durant    (580) 924-7081
- Hugo      (580) 326-6491
- Idabel    (580) 286-7555
- McAlester (918) 426-0940
- Poteau    (918) 647-4525
- Spiro     (918) 962-3722
- Stigler   (918) 967-2801
- Talihina  (918) 567-2264

For other information regarding the cost for textbooks and/or the cost of tuition, complete the Cost of Tuition Calculator located in financial aid at www.ktc.edu. Textbook information is reviewed annually.

7. **Tuition**

    * Tuition per hour of enrollment for all regular programs:

    (1) $0.00 in-district secondary students.
(Out-of-district secondary student tuition will be twice the amount of the district cost per student, $19,008.00.)

(2) $2.00 in-district.
(3) $4.00 out-of-district.
(4) $6.00 out-of-state.
(5) The cost for supplies, lab fees, etc. is in addition to the above stated tuition.

b. **Tuition per hour of enrollment for Specialized Course Training:**

(1) Tuition will be based on the cost to provide the course.
(2) $2.00 minimum Adult and Career Development.
(3) $2.00 minimum Business and Industry Services.
(4) The cost for supplies, lab fees, etc. is in addition to the above stated tuition.

c. **Tuition for Special Programs and Contracted Training with Other Agencies**

(1) Tuition will be based on the cost of the program.

d. **Tuition Payments**

(1) Tuition is due by the first day of attendance. If the student is receiving financial assistance, including VA benefits, and has an approved funding letter on file, the student will be allowed to attend class.

(2) All regular students are responsible for payment of his/her tuition.

(3) Students applying for financial aid whom are waiting for an IRS tax transcript may request deferment of their tuition payment from the campus director.

(4) KTC will accept tuition payment for a student from other agencies.

(5) The total tuition will be credited for direct payment to KTC from the student's Pell account for those students receiving a Pell grant

(6) Students who withdraw prior to paying tuition or before financial aid is arranged, will be placed on the default list. The student must clear the outstanding account prior to any re-enrollment.
e. Refunds (Tuition)

(1) Tuition refunds will be made to students receiving VA tuition benefits and all other students, not including Title IV students, on a withdrawal schedule by semester:

- 80% during the first week
- 50% during the second week
- 25% during the third week
- 0% after 3 weeks of class

Any student receiving financial assistance, including VA beneficiaries, that receive a refund may be in debt to the funding source.

(2) No refunds will be made after the first hour of class of short term training programs.

(3) For contracted training programs no refunds will be made after the first hour of class unless specified in the terms of the contract.

(4) All Title IV students will be given a refund equal to the greater of the refund allowed by KTC's regular refund policy or Federal Title IV Return of Unearned Funds (When student withdraws or drops from program) as follows:

A) Federal law now specifies how a school must determine the amount of federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed or takes a leave of absence prior to completing more than 60% of a payment period.

\[
\text{Percent earned } = \frac{\text{Number of clock hours completed up to the withdrawal date}^*}{\text{Total clock hours in the payment period or period of enrollment}}
\]

B) The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.

\[
\text{Percent unearned } = 100\% - \text{percent earned}
\]
C) When a student receives federal financial aid in excess of earned aid, 

\[ \Delta \text{ the school returns the lesser of:} \]
- Institutional charges multiplied by the unearned percentage, or
- Title IV federal financial aid disbursed multiplied by the unearned percentage.

\[ \Delta \text{ the student returns:} \]
- any remaining unearned aid not covered by the school or protected by the Grant Protection Allowance found on the Return To Title IV form.
- any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

D) The student can be billed for funds the institution is required to repay.

E) Return of funds to Title IV and post withdrawal disbursements as a result of student withdrawals will be made within 45 days of the determination of the date of withdrawal. Return of Funds to Title IV will be made in this order as prescribed in the Federal Handbook, first to the Pell Grant program and second to the Federal Secondary Educational Opportunity Grant program (FSEOG).

*Federal financial aid includes the Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Stafford Loans (subsidized and unsubsidized), Federal PLUS Loans for parents and Talent Incentive Program (TIP) grants.

8. Living Costs

KTC does not offer institutional housing or board to its students. All students live off campus and commute.

9. Student Expense Budget

For purposes of awarding Title IV need-based assistance, KTC estimates reasonable expenses over a nine-month period for the following categories of students. Each student’s cost of attendance will be calculated on a case-by-case basis. See page 94 for budget.
# REGULAR PROGRAM (FULL YEAR)

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# PARAMEDIC

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<td>Other Costs</td>
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<td>Total for 12 Months</td>
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# PN (FULL PROGRAM)

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VI. PROCEDURE MANUAL

A. ADMINISTRATION OF PELL GRANT PROGRAM

1. Aid Office Handling of Application for Pell Grant

The aid administrator gives the student a financial aid application if the student has attended any other post-secondary school.

2. Preparation of Student Financial Aid Folder

Campus aid administrator prepares student folder: makes color-coded label for file showing student name and social security number; looks at past years’ student files, and reconciles any previous years' records with new file. This becomes the current year file.

3. Required File Documents for Students

File at this point must contain:

a. Signature page for access to Gainful Employment information.
b. Enrollment Form.
c. Voter Registration.
d. ISIR - Institutional Student Information Record.
e. Career Major/Program Plans of Study.
f. Notation of program enrollment form with attached academic calendar for entrance date, career major/program and status.
g. If student does not have a high school diploma, the student must provide a copy of HiSET, GED or has completed secondary school education in a homeschool setting.
h. If questions or support documents were requested, the answers to those questions and/or support documents.

4. Required File Documents for Verification

(Student aid index on the ISIR is followed by an asterisk [*]).

Files at this point must also contain:

(1) A copy of the independent or dependent applicant's (and spouse's) base year federal income tax transcript and W-2s, unless they have an IRS Code 02.
(2) A copy of dependent applicant's parent's federal income tax transcript and W-2’s; or

(3) An IRS statement if no tax return filed.

a. Verification worksheet V1, V4 and V5 for the requested information including number in household and the number in college.

5. **Procedure to Follow Concerning Missing Information**

If information is missing, the aid administrator requests student to bring proper documentation. Aid administrator reviews documents to make sure there is no conflicting information in file. If so, aid administrator contacts student and resolves the conflicts. If no conflicts exist, aid administrator proceeds with processing.

6. **Procedure for Handling Void Applications**

Applicant receives and may submit eligibility letter only. Aid administrator reviews comments on the letter explaining why the ISIR is void. Appropriate action is taken to correct problem. The usual problem is failure in completing application correctly, or lack of signatures.

7. **Procedure for Handling Rejected Applications**

Applicant receives eligibility letter and information request form. Comments will appear explaining the application rejection and indicating action the student may take to correct his/her information so that eligibility may be determined. Aid administrator's role is the same as with the void application stated above.

8. **Procedure for Handling Ineligible ISIR**

If the applicant brings in their eligibility letter and information review form and the letter states that the index is too high to receive a Pell Grant, the District Financial Aid Coordinator checks information for correctness. If the information is not correct, the student should resubmit the information review form with corrections to the Pell processor.

If more than one approach to calculation of Pell ISIR is possible that area will give information on primary and secondary ISIR and EFC. If the student is really qualified for the secondary method, the aid administrator can complete the box, requesting secondary ISIR. The Information Review form is then submitted to the Pell processor and will be issued on eligible set of Pell papers. If no secondary ISIR was possible, or if it too is ineligible, the student is ineligible for Pell Grant.
9. **Use of Professional Judgment**

Definition - A discretionary decision or opinion reached on the basis of the experience of a financial aid administrator. Allows for flexibility in dealing with individual student circumstances.

It is the philosophy of the school that Professional Judgment be utilized at a minimum level. Student applications whose financial and personal background truly reflect a unique applicant circumstance which Federal regulations do not address, will be assessed on an individual basis. No adjustments can be made until verification is complete if file is selected for verification.

Professional judgment will only be implemented when the student has some extraordinary circumstance that warrants overriding normal procedures. Such adjustment must be fully documented in the student's file. This school has not exercised the professional judgment option with the Pell program.

10. **Verification of Information Reported**

A. **Dependency Status**: A comment will appear on ISIR. Any student who is claiming to be independent on some basis other than age, veteran's status, having legal dependents other than a spouse, and/or orphan/ward of the court, must verify the claimed independence status by submitting documentation and a professional judgment request.

B. **Adjusted gross income for base year**: the following information is required:
   1. For independent students a copy of student’s and spouse’s income tax transcript for the base year.
   2. For dependent students a copy of parent's, student's, and spouse's income tax transcript for the base year.

C. **Non-filers**: A listing of sources and amounts of all income for the base year and documentation from the IRS that a tax return was not filed must be requested.

Tax Paid for base year: See AGI

Number in Household: Statement on one of the verification forms by student and/or parents is used to verify this item. Other exceptions are listed in the Department of Education Verification handbook.

Number in College: Signed statements by student and spouse and if dependent, parent and spouse. If aid administrator feels there is a reason to doubt the information, the schools listed may be contacted to confirm enrollment. See Verification Handbook for
Identity and Unusual Enrollment: Signed statement of identity and copies of academic year transcripts from the schools previously attended.

Untaxed income verified by one of the verification worksheets:

- Child Support: signed statements
- IRA and Keogh income
- Untaxed pensions
- Education credits
- IRA deductions

11. Verification of Other Information

The SAR/ISIR will often have comments requiring the aid administrator to verify specific items. Citizenship status must sometimes be verified.

12. Exemptions From Verification

Under certain circumstances applicants may be exempted from verification. (See verification handbook.)

13. Tolerance Options, Corrections and Verification Status Codes

If after verifying a Pell application and errors have been found then the ISIR must be reprocessed. When the reprocessed ISIR is resubmitted, it is reviewed. If it is now accurate, the verification code on the pay document will be "V".

There is a "W" code possible that denotes paying students one disbursement prior to verification. This school does not practice this disbursement method.

14. Eligibility Assessment

Aid administrator reviews documents in file and ascertains that the student meets general qualifications for financial assistance:

- Must be a citizen or eligible non-citizen. Unless the ISIR demands it, US citizens who answered yes to the citizenship question do not have to verify citizenship. Permanent residents must submit proof of status to aid office. This proof becomes a permanent part of their aid file.

- All eligible non-citizens must submit proof of status for file. Proof includes US passport stamped "noncitizen national", or "Form I-151 or Form I-551 (green cards). Other forms of documentation are rare and the aid administrator will consult the Federal Student Financial Aid Handbook if necessary.
15. **Regular Student Status**

Students must be regular students to be eligible for financial assistance. A regular student is defined as a student who is enrolled or accepted for enrollment for the purpose of obtaining a certificate. Students not required in class every day that it is taught is not a regular student and does not qualify for Federal student aid.

Aid administrator reviews student's statement about purpose on financial aid application or Part 1 of the ISIR to verify purpose and aid administrator ascertains from admissions office that student has been admitted for the purpose of obtaining a certificate, i.e. is enrolled or accepted for enrollment in a certificate program.

16. **Admittance to an Eligible Program**

Aid administrator ascertains from institutional records on enrollment and admission that student is enrolled in an eligible program. An eligible career major/program for Pell purposes must be at least 600 clock hours in length. Aid administrator notes program on student's evaluation sheet.

17. **Enrollment Status**

Student must be enrolled at least half time to be eligible for Pell grants. Half time is greater than five (5) and less than (thirty) 30 hours per week and full time is thirty (30) or more hours per week at this school.

Aid administrator documents status on evaluation sheet after consulting institutional enrollment records.

18. **Need**

Need for the Pell grant program is documented by submission of a valid ISIR with an EFC of less than $5,486 by student.

19. **Refund Status**

If the student has attended other post-secondary schools, the aid administrator checks NSLDS to substantiate the fact that no Title IV refund is owed.

Campus financial aid secretary also consults student's aid history at this school to ascertain no refunds are owed.

If a refund is owed, the student is ineligible for Pell grant assistance.
20. **Default Status**

See remarks in 19 (above). If the student is in default, he/she is not eligible for further Title IV assistance.

21. **History**

If the student has attended this school in the past, the aid administrator reviews file and ascertains whether the student was making satisfactory academic progress in previous course work.

If the student has attended other schools in the past, the aid administrator checks NSLDS. NSLDS is reviewed to ascertain previous aid, refund and default status. NSLDS is also reviewed to ascertain if the student is a transfer student for Pell purposes. If the student is a transfer student for Pell purposes the NSLDS will give the student's current year Pell disbursement and the current year scheduled award. This information should be noted on the evaluation sheet and will be used later in award calculation.

22. **Verification**

If the student is selected for verification or if there is conflicting information in the file, the aid administrator will require documentation for these items. The file will contain the verification work sheet and the requested documentation. The evaluation sheet should document what the aid administrator decided the verification status was.

23. **Undergraduate Status**

Student states on Pell application that he/she does not have a bachelor's degree. Students who have graduate or bachelor’s degrees are not eligible for the Pell grant.

24. **Computing the Pell Grant Award**

There are five steps in computing a Pell grant:

a. **Determination of Cost of Attendance**

Pell grant cost of attendance is used to determine Pell grant payment to students. Cost of attendance for purposes of the Pell grant is the cost of tuition and fees for a full-time student for a full academic year plus an allowance for room and board, books, supplies, transportation and miscellaneous expenses incurred by the student for a full academic year. In some cases there will be an allowance for documented childcare costs. A child is someone twelve years old or less. An allowance for documented costs associated with a disability is also possible.
b. **Determination of Scheduled Award**

Once the Pell cost of attendance is determined, the aid administrator looks up the scheduled award on the full time payment schedule for Pell grants for the award year. Costs are in rows and EFC’s are in columns. The scheduled award is the cell represented by a particular student's cost and EFC. The full time chart is always used regardless of the student's actual enrollment status.

c. **Determination of Pell Payment Periods**

There will be a minimum of two (2) payment periods for all career major/programs. A payment period will consist of 50% of career major/program hours or 50% of academic year whichever is less. The aid administrator consults a calendar sheet and ascertains the beginning and ending dates of each payment period for each student. The aid administrator then determines in which award year each payment period belongs. An award year is defined as July 1 of one year to June 30 of the next year. If a payment period occurs entirely within an award year it is part of the award year. If payment period begins in one award year and ends in another award year it is considered a crossover pay period and must be classified as belonging to one award year. If more than six (6) months of such a payment period occur in a particular award year, then the payment period must be classified as belonging to that award year. Otherwise the aid administrator may classify the period on a student-by-student basis. We try to minimize the number of times a student must apply for Pell grants when we make this determination.

d. **Determination of Payment Per Pay Period**

For each pay period classified as being part of the current award year the formula for determining payment is (enrolled hours x scheduled award from full time payment chart) divided by the hours in the academic year of the remaining portion, which may be owed the student.

e. **Determination of Leave of Absence**

Adult students may be granted a leave of absence for circumstances beyond their control not to exceed a cumulative 180 calendar days in a fiscal year. No more than two (2) requests for leave of absence may be granted in a fiscal year. Requests for leave of absence will be reviewed on a case by case basis.

All leave of absences must be requested in writing to the campus director and financial aid secretary, with appropriate documentation and reason for the request. Requests must be made in advance except in the case of emergency in which the school must be notified within 72 hours, and the request made on first day of return or earlier. Request must include the first date of absence and the date of return. No fees or additional charges will be assessed.
Leave of absence when approved will be signed by the campus director or assistant director, the student’s instructor, the student and the campus financial aid secretary. A copy will be mailed to the financial aid coordinator at P.O. Box 548, Wilburton, OK 74578.

f. Determination of Disbursement of Full Time Student

The total expected disbursement is the sum of expected disbursements for all payment periods classified as belonging to the current award year.

g. Determination of Disbursement of Transfer Student

A student who has received a Pell grant from another school in the current award year is a transfer student. The aid administrator will consult NSLDS and determine the scheduled award and disbursement at the previous school. Because a student may only receive one (or up to 100%) of a Pell grant per award year, the expected disbursement at the second school may have to be adjusted to avoid awarding more than one or 100% of a Pell grant to transfer students total expected disbursements:

(1) Disbursement at the first school divided by scheduled award at the first school = % of scheduled award used at school #1.

(2) 100% minus % of scheduled award used at school #2 equals % available to use at this school.

(3) % available to use at this school times scheduled award at this school equals possible total expected disbursement.

(4) The transfer student's total expected disbursement at this school will be the lesser of the amount arrived at in step c. of this process and the amount arrived at when determining the total expected disbursement for a non-transfer student.

(5) If the student's total expected disbursement is reduced because he/she is a transfer student, the normal payments will be made with adjustments occurring in the final payment periods.

25. Pell Grant Calendar/Award Sheet

To facilitate the above calculations, we have developed a student records system with a Pell grant component.

a. Aid administrator completes the award letter with student's name, EFC, verification code, and date.

b. The aid administrator selects and enters the appropriate cost of attendance.
c. The aid administrator selects and enters the correct scheduled award.
d. The aid administrator determines the dates of payment periods, classified payment periods into award years and shows the expected disbursement for payment periods in this award year. The total expected disbursement is shown. This sheet becomes a permanent part of the student's file and serves to document exactly how and why a student received a particular award. It also facilitates coding payment documents and completing award letters.

26. Estimating EFC

Aid administrator may use the Pell grant calculation program to estimate Pell indexes when needed in order to award other need-based aid, or to counsel student or to recalculate index when corrections to ISIR are necessary.

27. Award Letter and Acceptance

After aid administrator has received all application materials required, verified the ISIR if necessary, completed Pell grant calendar sheet, Pell ledger sheet, Aid Administrator notates evaluation sheet and fills out award letter or amends copy of existing award letter in order to produce a revised award letter.

a. Aid Administrator completes award letter and description of Pell forms.
b. Student signs award letter and description of Pell forms.
c. If everything checks out, Treasurer requests money from the Department of Education Payment Management System for Pell disbursements. Money is transferred to a special federal account set up for this purpose only. (Community State Bank, Poteau, OK) It takes three days for monies requested to be deposited. Treasurer calls the bank to verify the money and correct amount has been deposited.
d. Business office completes Pell checks for each separate batch. These checks are given to the treasurer. He/she verifies the check and signs it along with the board of education president and clerk.
e. Processed checks are given to a designated person at each campus to disburse. She waits for treasurer to verify that money has been deposited in the bank and that the financial aid secretary has approved checks for release.

28. Monitoring Satisfactory Progress

Satisfactory academic progress is monitored each payment period, upon drop, or completion. Progress reports are sent out to the teachers concerning Pell student's satisfactory progress on grades, and progress in program. These forms are returned to the financial aid office approximately five (5) days after they receive them. If student is making satisfactory progress, their disbursement will be processed. If students are not making satisfactory progress, they will be warned or dropped. If a Pell student completes a career major/program early, the instructor may provide a written letter for
the advanced student’s completion Change/Add form. This will prevent a R2T4 form being completed and student owing funds.

29. **Authorizing Disbursements**

When the student accepts the award via signing the award letter, the aid administrator files the acceptance in the student's file. The aid administrator determines if this will be an initial Pell payment or a subsequent payment.

30. **Initial Payment**

For students who are within their first payment period and who continue to be enrolled, and in good standing and whose enrollment status has not changed aid administrator sends "check requests" for the appropriate disbursement dates.

31. **Subsequent Payments**

Aid administrator consults calendar for next disbursement date. Student’s file is pulled and their name and amount of disbursement is added to the check request. Aid administrator confirms continued enrollment and handles the withdrawal if student has withdrawn during a payment period. Aid administrator gives progress sheets to instructors of students on check request. When progress report comes back, aid administrator reviews it. If anyone is unsatisfactory their name is removed from the "check request" list. Aid administrator notes on evaluation sheet that progress is unsatisfactory and that student is dropped. If student fails during award year then a new award letter is produced canceling unused aid, payment document and Pell ledger sheet are amended and payment document may have to be resubmitted to Pell program to correct disbursement records.

32. **Withdrawal and Institutional Refund of Tuition**

Aid administrator establishes the date of withdrawal from institutional records. Aid administrator calculates tuition refund due according to institution policy. (Refer to Section V, Item B Institutional Information 8.e. Refunds (Tuition and Lab Fee), page 87) If there is no tuition refund due, aid administrator proceeds to the question of over award. If a tuition refund is due according to the institutional refund policy, Aid Administrator calculates amount of institutional refund due ... (See KTC's tuition refund).

33. **Overpayment Due to Institutional Error**

If aid administrator discovers an overpayment due to aid administrator error, aid administrator will adjust total award to compensate for the error if possible. If not possible, institution will repay Pell program and try to recover overpayment from the student.
34. **Receipt of Additional Resources**

Pell grant is an entitlement program. Pell grant is never to be adjusted downward because a student receives additional resources during the award year unless cost of attendance is exceeded.

35. **Over Award**

If the over award is due to institutional error, see Item 38. If the over award is due to incorrect data on the ISIR then aid administrator requires correction of ISIR by student, aid administrator withholds subsequent payments until corrected ISIR is received. If possible, aid administrator adjusts total award. If not possible, aid administrator attempts to collect overpayment from the student. If it cannot be collected in this manner, aid administrator sees verification handbook to see if referral can be done.

36. **Records and Accounting**

Student Records – Aid Administrator maintains individual student files for at least five (5) years beyond closing of award by Education Payment Management System. A student's file ultimately includes the Pell ISIR and all related documentation.

37. **Program Records**

    a. **Statement of Account**

These are maintained by fiscal year in program files by aid administrator. Initially this document transmits information about the school's Pell grant authorization. Each month or quarter, and in response to batches, a new statement of account will be sent to the school. Statements of account summarize current and future payment data submitted via Institutional Payment Summaries and Payment Documents by the aid administrator. Aid administrator reconciles the statement with program ledgers in a manner similar to balancing a checkbook. Corrections are accomplished via submitting payment documents.

    b. **Institutional Payment Summary**

This is a required periodic report as well as a batch transmittal sheet to be submitted with batches of payment documents. Aid administrator completes this report and maintains records of batches submitted within the Pell ledger system.

    c. **Payment Document**

Each student's file will contain a pay document. Initially aid administrator submits a student's Pay document in a batch summarized by the IPS to the Pell grant program. In return aid administrator receives new payment document and a new IPS. If the payment document that has been processed is accurate and true, it need never be resubmitted and it will be placed in the student’s file. If a
processed payment document is no longer accurate, it will be placed in the Pell ledger system and resubmitted with a Pell batch for reprocessing.

d. **End of Year Student List**

The aid administrator or his staff review the summarized fiscal year activity in the Pell program for accuracy.

e. **Program Ledgers**

Aid administrator maintains Pell ledger system. The Pell ledger system is a fiscal year record of Pell activity and will be correlated with the Payment Management System Ledger System.

1) **Accounts**

The Pell ledger system is a double entry ledger system consisting of four accounts: Cash, Authorization, Accounts Receivable, and Grants Paid. The sum of the balances in the Cash, Accounts Receivable, and Grants Paid account equals the balance in the Authorization Account if entries have been made correctly.

2) **Description of accounts**

(a) **Cash**: This is a debit balance account to which all receipts and disbursements of cash related to the Pell Grant program are recorded. Typically this account would show a zero balance after each period's entries are posted since the transfer of funds from PMS (payment management system) should be just the amount of grants paid to the students. The balance of this account represents the amount of cash on hand the school has for Pell grants. Debit this account for 1) Transfers of cash (receipt of funds) from PMS account (contra account #3, Accounts Receivable) and 2) Recoveries from recipients (contra account #4, Grants Paid). Credit this account for payments to students (contra account #4, Grants Paid).

(b) **Authorization**: This is a credit balance account to which the school's Pell authorization is posted. The balance of this account represents the amount of Pell grant the school is authorized to spend. At the end of a fiscal year's activity the balance of this account should equal the balance of the Grants Paid account. Debit this account for reductions in the school’s Pell authorization (contra account #3, Accounts Receivable). Credit this account for the initial authorization and increases in the Pell authorization throughout the year (contra account #3, Accounts Receivable).
(c) Accounts Receivable: This is a debit balance account to which receipts of cash are posted and to which the institutional Pell authorization and adjustment of that authorization are posted. Its balance represents the amount of cash the institution could successfully request from the Payment Management System. At the end of the year, this account's balance should be zero. Debit this account for the authorization and increase to the authorization (contra account #2, Authorization). Credit this account for 1) Receipts of cash from the payment management system (contra account #1, cash). 2) Reductions in the Pell Authorization, (contra account #2, Authorization).

(d) Grants paid: This is a debit balance account whose balance represents the total of Pell grants paid to students for an award year. At the end of the year the balance of this account should equal the balance in account #2, authorization. Debit this account for grant payments made to students (contra account #1, cash). Credit this account for recoveries from recipients (contra account #1, cash).

(3) Balancing equation

\[ #1 + #3 + #4 = #2 \] if entries are correct.

(4) Student accounts

Each student has a Pell page posted for award, adjustments and each payment. The sheet is used to code payment documents, keep track of student activity, and reconciliation of batches. The sum of net payments to students on each sheet should equal the balance in the Pell Grants Paid account.

(5) Coordination with PMS Ledger

The Pell ledger system keeps track of award year activity in Pell grants.

The school also has to keep track of activity in other awards and the school has to report on activity as a whole. The PMS ledger aggregates activities.

When Pell grants are paid, when Pell authorization changes, when cash is received, etc., there are entries made to the Pell system and to the PMS system. Pell expenditures appear in the PMS ledger system account, Expended Funds. Pell authorization and authorization changes also appear in the PMS account, Authorizations. Cash actions also appear in the PMS system cash account. There is also a correspondence in Pell and PMS Accounts Receivable accounts.