

## GENERAL INFORMATION

### Accreditation

The Practical Nursing Program is accredited by the Oklahoma Board of Nursing. The Medical Assisting Program is certified by the American Association of Medical Personnel (A.A.M.P.). The Automotive Service Technology and Diesel Technology Programs are certified through the National Automotive Technicians Education Foundation (NATEF) for Automotive Service Excellence (A.S.E.). The Construction Trades, Heating, Ventilation & Air Conditioning (HVAC), and Pipeline Technology Programs are nationally certified by the National Center for Construction Education and Research (NCCER). Electrical Trades is endorsed by the Oklahoma Construction Industries Board. Truck Driver Training is certified by Professional Truck Driver Institute (P.T.D.I.). Surgical Technology is certified by the Commission on Accreditation of Allied Health Education Programs and the Accreditation Review Committee on Education in Surgical Technology. Cosmetology is approved by the Oklahoma State Board of Cosmetology.

At the state level, Central Technology Center is accredited by the Oklahoma State Department of Education, the Veteran's Administration State Accrediting Agency, and the Oklahoma Department of Career and Technology Education. The school's faculty are examined annually by an Oklahoma State Department of Education representative. All secondary credit provided in any Central Technology Center course aligns with established standards of the Oklahoma State Department of Education.

Additionally, Central Technology Center School District No. 3 is under the administration and supervision of the duly elected board of education. The school also operates under the supervision of the Oklahoma Board of Career and Technology Education.

### College Connection

Career Tech leads to college. Students can connect Central Tech training to college credit. Through a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education, college credit may be available upon completion of a Program.

College credit may be earned for work completed in the career tech class, often no additional assignments or class time is required. Oklahoma collegiate institutions offer numerous options to earn prior learning credit for approved industry certifications and licenses achieved while at Central Tech. A college connection advisor will work with students to explain the process of obtaining college credit toward an Associate of Applied Science (AAS) degree.

### School Hours:

	<b>Drumright Campus</b>
Morning Session:	8:25 a.m. to 11:15 a.m.
Afternoon Session:	12:45 p.m. to 3:35 p.m.
	<b>Sapulpa Campus</b>
Morning Session:	8:25 a.m. to 11:15 a.m.
Afternoon Session:	12:25 p.m. to 3:15 p.m.

Adult Tuition \$1.50 per hour in-district; \$3.00 per hour out-of-district

## SECONDARY STUDENTS/ENROLLMENT PROCEDURES

### 1. Criteria for Enrollment

- a. Applicants must be enrolled in a participating high school in the Central Tech district in grade 10 if enrolling in the PLTW Pre-Engineering Academy and grades 11 or 12 for most other programs. A secondary student residing in a district that is not affiliated with a Career Tech district will pay tuition at a rate equal to the average cost per student attending Central Tech.
- b. Applicant must be making satisfactory progress toward graduation in his/her local participating high school when making application to enter Central Tech.
- c. Each secondary student must have the written consent of his/her parent/guardian prior to being considered for entry into Central Tech.
- d. Each secondary student must receive the approval of his/her local high school principal and/or counselor before being considered for enrollment at Central Tech.
- e. Students will be interviewed by a Central Tech representative before admission to any Program.
- f. Students will be enrolled at Central Tech only in Programs in which they show a reasonable opportunity to achieve success.
- g. Completion of any pre-requisites and supporting curriculum suggested for individual technical Programs must be met.

### 2. Enrollment Procedures

- a. Each student must make a formal application to attend Central Tech.
- b. Applications should be completed as soon as possible and returned to the home high school principal or counselor.
- c. All applications should be carefully checked by the home high school principal or counselor to ensure that all blank spaces have been properly completed, being certain that each applicant has indicated at least three (3) choices for enrollment. A current high school transcript, attendance records and recent standardized test scores must be attached.
- d. Central Tech personnel will be available for interviewing and enrolling students. Each principal/counselor will be contacted to schedule an appropriate time to finalize this enrollment.
- e. The home high school principal or counselor will receive a list of the approved applicants, with the Programs and sections in which their students have been enrolled. This list will be provided by Central Tech.
- f. Additional information may be obtained by calling: Central Tech at 918/352-2551, Drumright, or 918/224-9300, Sapulpa.

### Enrollment Schedule:

January ..... Pre-Enrollment for Returning Students  
January (Last week). ..... Showcase – High School students visit Central Tech  
February - March - April ..... Interviews for Secondary Applicants

### Orientation-Counseling and Guidance-Final Enrollment

In order that participating schools in the district will have ample time to complete their pre-enrollment each spring, Central Tech will notify each school of its qualified and accepted applicants.

Central Tech will provide the following information and counseling services for each participating school:

1. A showcase of Central Tech facilities for all sophomores and interested students. During the visit, an orientation to career and technology education will be given to the students.
2. Central Tech will make available resource material and personnel to each participating school district in an effort to broaden the student's understanding of career and technology education and Central Tech's Programs.
3. Central Tech personnel will distribute application forms and assist the principal and counselors in helping interested students file an application to attend Central Tech.
4. Central Tech personnel will interview each student who has submitted an application to better assess each student's potential for success.
5. Upon completion of all above items, the initial enrollment of students from each school into the various Programs will be determined. A follow-up visit will be made to each school to counsel with those students who cannot be enrolled in the Program of their first choice but may be guided into another Program that will appropriately meet their interests/needs.
6. Those students not enrolled may be considered as alternates if openings become available, provided they meet enrollment criteria.

## **ADMISSION REQUIREMENTS FOR POST-SECONDARY STUDENTS**

### General Enrollment Procedure

1. Applicants must complete the proper enrollment application and schedule an appointment with the Career Advisor.
2. Various Programs may require different batteries of achievement, aptitude, and physical assessments.
3. Applicants seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and schedule an appointment with the Financial Aid Advisor.
4. Applicant will be interviewed by a person authorized to enroll individuals in a Program prior to being accepted. Previous educational records, the application, and results of achievement, aptitude and physical assessments will be reviewed during the interview.

5. Individuals will be enrolled in Programs in which they have a reasonable opportunity of making successful progress, provided openings are available.
6. A motor vehicle records (MVR) check, driver's license, drug testing, and a physical are required for Truck Driver Training.
7. Practical Nursing and Surgical Technologist have additional requirements.
8. A training agreement must be signed to complete the enrollment process.
9. Applicants must pay tuition, books, supplies, and fees upon enrollment or complete a payment agreement with the Bursar. A Choices Scholar must pay the amount of tuition exceeding \$1,575.00, as well as books, supplies, and fees upon enrollment or complete a payment agreement with the Bursar. Payments must be kept current or enrollment will be terminated. Total cost must be paid in full as per payment agreement. Double tuition will be charged for out-of-district students.
10. If sponsored by an agency, applicants must have presented a completed authorization form from the sponsoring agency. If sponsoring agency does not pay total due, applicant is responsible for tuition, books, supplies, and fees balance.

### **Payment**

Any payment to the Bursar will be applied to the student's balance due at Central Tech in the order in which it is received. If a student has additional Title IV funds after the total school cost is paid, this funding will be disbursed to the student at regular scheduled payment disbursement dates.

### ***After completing the above items which are applicable:***

11. Applicants will be given a starting date to enter the Program.

At enrollment time, an applicant will be advised about the support services available and attendance requirements for attaining maximum standards of achievement as defined in a Program. Any enrolled student desiring to increase competency in math, reading, spelling and English may receive specific assistance from the Education Service Center (ESC). ESC services are available at each Central Tech campus. Counseling and guidance services will be available to the student any time during training.

See respective handbooks for Practical Nursing, Surgical Technologist, and the Truck Driver Training Programs. Enrollment dates and Program procedures vary.

### **Enrollment Policy for Convicted Felons**

The purpose of Central Tech is to provide quality career and technical education to secondary and post-secondary students. Therefore, Central Tech must ensure a safe school environment to develop the qualities of moral character, responsibility, and skill development necessary for employment. Admission of individuals convicted of felonies may not be in the best interest of the student body, and is, therefore, subject to a review process by the Campus Director, Program Director(s), Assistant Campus Director(s), and/or counseling staff.

During the review process, the individual must produce information concerning the following criteria:

- Nature of crime (description of what occurred)
- Evidence of rehabilitation (certification of state agency or doctor)
- Evidence of time lapse since crime with proof of accepted social behavior. (2-year minimum in society without other rehabilitation.)

- Through the interview process, the individual must display an attitude and behavior that is judged to pose no danger to the student body. (Interest in occupation and learning, responsible for behavior and accepting school policy.)

Each case will be evaluated on the above criteria and a determination made concerning admission. Any individual guilty of a felony conviction who fails to indicate such conviction on the enrollment application will be subject to termination of enrollment.

**Student must be enrolled as a regular student in an eligible Program to participate in Title IV funding.**

**Conviction for Possession or Sale of Illegal Drugs**

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies on the FAFSA that he or she may be eligible for aid. Central Tech is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside or removed from the student’s record does not render a student ineligible for aid, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1 <sup>st</sup> offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> offense	2 years from date of conviction	Indefinite period
3 <sup>rd</sup> offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year Central Tech may award Pell grant funds for the current payment period.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one (1) of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, heal clinic or medical doctor.

**Incarcerated Applicants**

Specific information is available in the Central Tech’s Enrollment Policy for Convicted Felons on page 16.

## Facilities and Services Available to Students with Disabilities

Any person with a disability requiring specific information regarding services at Central Technology Center should call Kent Burris, Assistant Superintendent/Compliance Coordinator, Drumright campus, 3 CT Circle, Drumright, OK 74030, 918.352.2551, ext. 231 or Kim Howard, Campus Director/Compliance Coordinator, Sapulpa campus, 1720 S Main, Sapulpa, OK 74066, 918.224.9300, ext. 102, between 8:00 a.m. and 4:30 p.m., Monday through Friday. Facilities on both Central Tech campuses are accessible to persons in wheelchairs.

## **POST-SECONDARY STUDENT WITHDRAWAL**

### Official Withdrawal

The Central Tech Campus Career Advisor is the official contact point for student withdrawal. A student who wishes to withdraw should notify the campus Career Advisor in writing stating the reasons for withdrawal and if he/she intends to return at a later date to pursue a program of study. The Career Advisor will determine the withdrawal date then communicate that information to faculty, counselors, campus Data Specialist and the Financial Aid Advisor by means of distributing copies of the completed institutional Student Status/Counseling Form.

### Unofficial Withdrawal

Students are automatically withdrawn after ten (10) consecutive days of absence with no contact to the school. All fees and tuition must be paid at the time of withdrawal.

### Withdrawal Date

The campus Registrar monitors and records attendance of all enrolled students daily. Faculty is required to submit a daily class attendance roster to the campus Registrar. Any student having not attended class for three (3) scheduled class days without notice, will be contacted via letter by the Registrar. A student not responding within ten (10) consecutive scheduled class days will result in an unofficial withdrawal. The campus Career Advisor will determine the withdrawal date, which would be no later than two (2) weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which student notifies the school of his/her withdrawal via any means of communication. All student withdrawal documentation is maintained in the student's file in Student Services.

## **INSTITUTION REFUND POLICY**

If a student withdraws from school after enrolling in a full-time program/Program, a refund of tuition will be made according to Central Tech's refund policy. 100% of the tuition will be refunded if the student drops before the first week of the student's scheduled start date. 50% of the tuition will be refunded to students that withdraw during the second week of instruction. There will be no refund after the third week of instruction. Fees and the cost of the student's books and supplies are non-refundable

## **GENERAL POLICIES & PROCEDURES**

### Academic Integrity

Academic dishonesty or misconduct is neither condoned nor tolerated at Central Tech. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: The representation of previously written, published or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowingly cooperating with another person in an academically dishonest undertaking.

Students are required to actively protect their work against misuse by others.

### [Appropriate School Attire](#)

Suitable attire and grooming are dictated by the needs of the training area and safe working practices as determined by the instructor. Appropriate dress is modeled on business and industry expectations. A school official may ask a student to change clothes, serve in-school detention or leave school, or take other appropriate disciplinary action, when students have inappropriate attire. Some examples of inappropriate attire are:

- Excessively short skirts or shorts. No bike-shorts, boxer shorts, cheer shorts, or running shorts (shorts cut high on the sides).
- Shorts and skirts must be no less than mid-thigh.
- Clothing that unduly expose the body.
- Clothing which promotes alcohol, drugs or tobacco.
- Clothing displaying offensive content such as profanity or nudity.

### [Breaks](#)

Each class may have a break at a designated time. Students must take breaks in the student commons area. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. **Use of tobacco or simulated tobacco products on the Central Tech campus is not allowed.**

### [Counseling](#)

A full-time counseling staff is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

### [Electronic Communication Devices](#)

Any and all electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos and movies) or disrupting the network. Students are to read and sign the Internet Use policy before using the Internet. Violations of the policy could result in loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

### [Financial Assistance - \(Post-secondary students only\)](#)

For information concerning financial assistance, contact the Financial Aid Advisor in the Student Services Department. Consumer information is available in the Student Services office and at [www.centraltech.edu](http://www.centraltech.edu).

### [Food and Drink](#)

Food and drink are available in the break area. **Each individual is responsible for keeping the break area clean.** Food and drinks ***are not*** permitted in classrooms, shops, labs or Seminar Center without prior approval.

### [Grievance Procedure](#)

A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation regarding discrimination based on race, color, religious creed, national origin, age, sex/gender, disability or veteran status. The

procedure will be as follows:

- 1) The student shall communication the grievance in writing to the Campus Director. IF the Campus Director is unable to resolve the problem, the grievance will be forwarded to the Assistant Superintendent.
- 2) Upon written submission of the grievance to the compliance officer, the compliance officer shall notify the parents of a student under 18 years of age of such action taken by the student.
- 3) The compliance officer shall present the complaint to a Grievance Committee appointed by the Superintendent, for evaluation and thorough investigation of the grievance.
- 4) Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
- 5) Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.
- 6) The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.

LaDonna Gear  
Campus Director-Drumright  
(918) 352-2551 X 289  
ladonna.gear@centraltech.edu

Kim Howard  
Campus Director-Sapulpa  
(918) 224-9300 X 102  
kim.howard@centraltech.edu

Kent Burris  
Assistant Superintendent  
(918) 352-2551 X 285  
kent.burris@centraltech.edu

### **High School Credit**

High school students may earn 1 1/2 to 2 units of credit on their high school transcript for each semester successfully completed at Central Tech. The partner high school determines how many credits are earned, with a minimum of 3 credits and a maximum of 4 credits for one full year of half-day attendance.

### **Identification Badges**

Students will be issued an identification badge with the student's legal name and shall be worn in plain sight at all times while on the Central Tech campus. Students must pay for lost badges. In addition, if a student has permission from the instructor to go outside of the building for any reason during class hours, the class's lanyard must be worn.

### **Job Referral Available**

Job referral information is available to all students who satisfactorily complete a full-time Program.

### **Parent Portal**

Parents are the most important influence in a child's education. Central Tech now offers parents or guardians real-time, on-line access to students' grades. Parents will be notified how to access this information.

### **Post-Secondary Students**

Any student who is not currently enrolled in high school is classified as a post-secondary student. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

### [Prescription and Non-Prescription Medications](#)

Prescription medication (a maximum one-week supply) must be in a container that indicates the following: student's name, name and strength of medication, dosage and directions for administration, name of physician or dentist, and date and name of pharmacy.

### [Requirements for Continued Enrollment](#)

Factors considered to continue enrollment include attendance, work performance, behavior, following Central Tech's policies, maintaining good financial standing as agreed, and achieving satisfactory progress in the instructional area. (Satisfactory progress will be determined as a grade point average of 2.0 or better.) Any student denied enrollment for completion of the second semester or second year of training may request a conference with the Campus Director.

### [School Closing Notification](#)

Should it be necessary to close school due to inclement weather, announcements will be made over local television and radio stations as well as being posted on the Central Tech web site and television web sites. A voice message will also be placed on the school's telephone that can be accessed by calling 918-352-2551 (Drumright) or 918-224-9300 (Sapulpa). In addition, an automated call will notify the phone number identified on the student's official record. Please consult your local television and/or radio station for closure.

- Since Central Tech has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the correct campus is specified as being closed.
- Students should also note whether it is being announced that day or evening classes are being cancelled.
- If a sending school is closed due to inclement weather, Central Tech will NOT run a bus to that school. Therefore, students will not be counted absent from Central Tech on days their high school is closed due to inclement weather.

### [Smoking and Tobacco](#)

The use of any tobacco products and the use or possession of simulated tobacco products, including but not limited to cloves, bidis, kretek and e-cigarette vapor smoking with/without nicotine, is specifically prohibited on Central Tech campuses in Drumright and Sapulpa, which includes buildings, land and vehicles used by the school.

### [Textbook and Equipment Care](#)

Students are responsible for the care of all school-owned property assigned to them for their use. Normal wear and tear are understandable in the educational process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

### [Visitors](#)

Visitors wishing to tour our facilities must register and pick up a visitor's badge. Visitors will not be allowed to visit students during class without prior permission of the administration **AND** the classroom instructor.

## ATTENDANCE

### Attendance Policy

Attendance is the highest priority at Central Tech, just as it is on the job. Students are expected to be in school every day our classes are in session. If not here, students are missing instructional time and will be counted absent. Failure to participate in class projects daily will result in poor performance and a void in skill achievement. Students are expected to attend Central Tech classes even when the partner high school may be dismissed for the day (except in the event the partner school is cancelled due to inclement weather). Students with good attendance may expect: (1) an opportunity to participate in field trips, contests, internship/ Project Based Learning/ on-the-job training; (2) opportunities for awards and recognition; and (3) employment opportunities after satisfactorily completing their courses. To prepare graduates for employment, attendance records will be maintained. The following attendance policies will be implemented:

1. Students are expected to attend at least 90% of instructional time. Absences are recorded as “excused” or “not excused.” However, emergency leave (such as hospitalization) will be considered on an individual basis. Documentation of an emergency must be presented to a Central Tech administrator as soon as the student returns to school.
2. Excused absences include: documented illness or injury, doctor or dental appointments, emergency in the immediate family, military duties, and bereavement. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.
3. Emergency leave cannot exceed 10 consecutive days and may be used only one time per year. Emergency Leave must be requested in writing by the parent/guardians of secondary student or by the post-secondary student no later than five days after the absence or three days after the close of the semester.
4. Students must attend at least 2 hours of the class to be counted present.
5. It is the student’s responsibility to notify the attendance office each day absent. Parents must call to verify absences for secondary students. The attendance office number is 918-352-2551, extension 206, at the Drumright Campus. The attendance office number at the Sapulpa Campus is 918-224-9300, extension 100. Parents are notified by automated phone call when a high school student is absent unless the parent has contacted the school prior to the absence.
6. A school activity must be verified by the partner school administrator or attendance office no later than five days from the date of the activity, or it will be counted as an absence. School activities are limited by state school regulation to a total of 10 per school year. After 10 school activities, the student will be counted absent unless the student is competing in a state or national competition sponsored by his or her high school or Central Tech.
7. Eligibility to participate in partner school or Central Tech school activities will be verified based on attendance, grades and conduct; students on contracts will not be eligible to participate in school activities, including field trips and contests.
8. Parents or post-secondary students will be notified when the student reaches four class section absences in one semester. Any student whose attendance drops below 90% shall be subject to termination from Central Tech and/or loss of a certificate or credit. A conference will be scheduled with students at that time. Extenuating circumstances that have been discussed with an administrator immediately following an absence will be considered.
9. Contact hours as required by state licensing and state boards, or national certification standards, may be made up according to individual class grading standards. Make-up hours do not erase absences, however.
10. Awards such as National Technical Honor Society, Outstanding Student, Honor Rolls or Vocational Excellence are based in part on attendance. Students must be aware of such award requirements.

### Early Dismissals/Tardies

Being on time to class is very important. Employers encourage Central Tech to emphasize punctuality for all students. Therefore, three tardies and/or early dismissals will count as one class section absence. Students must attend at least 2 hours of the class section to be counted present. Students who are frequently late may also lose their break and/or their driving privileges or be subject to other disciplinary actions as deemed appropriate by Central Tech administration.

### [Permission to Leave School](#)

Any high school or post-secondary student who leaves school during class hours must secure permission from the instructor and the administration office **before** leaving. For high school students, **verbal** permission is required from a parent, guardian, or partner school authority. Failure to follow this procedure will be considered an absence and/or truancy.

## **GRADES AND REPORTING**

### [Change of Address](#)

Please inform the office if you change your address, telephone number or if your emergency contact phone numbers change. This information can be updated by calling the respective campus attendance office.

### [Course Grades](#)

Grading patterns are calculated and established by the instructor(s) and may include, but are not limited to:

- Written Work Grades
- Test Grades
- Project Grades
- Practice of Technical Skills Grades
- Work Based Experiences (WBE) Grades

Each Instructor's grading pattern will be stated in each of their program's class procedures. In addition, each instructor will explain grading patterns at the beginning of school.

### [Grading Scale](#)

Central Tech, unless otherwise noted, will utilize the following standard grading scale:

A=90-100  
B=80-89  
C=70-79  
D=60-69  
F=59 and below

Honors courses from Pre-Engineering, Biomedical Sciences and block schedule academic classes will utilize the following honors grading scale:

A=85-100  
B=75-84  
C=68-74  
D=60-67  
F=59 and below

### [Incomplete Grades](#)

When a grade of Incomplete (I) is issued, the student has ten (10) school days from the end of the grading period to correct the Incomplete grade or the "I" shall be recorded as an "F".

### [Reporting Grades to Parents, Students and Sending Schools](#)

9 Week Grade Reports will be given to students in their class to be taken home to parents.

Only semester grades are recorded on student transcripts. Only semester grades are used to calculate the grade point average.

At the end of the fifth week of each grading period, secondary student Progress Reports will be issued to any full-time student not making satisfactory academic progress. In addition, a Progress Report may be issued at other times if deemed necessary by the instructor.

- Satisfactory Academic Progress is defined as a student maintaining a 2.0 grade point average or better and the student's attendance is within limits prescribed in the attendance policy for all courses.

Weekly ineligible reports will be sent to sending school that will identify failing students for that week.

### [Transfer Credit](#)

Transcripts from other accredited institutions or colleges will be evaluated and credit will be applied for appropriate units of instruction.

### [Worksite Training/Internship](#)

Worksite Training/Internship is an active part of our education system. To provide a more effective system, the following policy must be adhered to:

- The instructor must meet and discuss the Worksite Training/Internship opportunity with the Campus Director for approval.
- Worksite Training/Internship will be allowed during the last quarter of the Program. For two-year (2) students, this is the last semester. Students will be required to return to their class at Central Tech one (1) day each week.
- Worksite Training/Internship is to be used to advance a student's training when that student has completed all competencies required for the occupation.
- Instructors must verify all training stations prior to student employment. Each instructor is to explain the Worksite Training/Internship guidelines to the supervisor and obtain his/her signature.
- Worksite Training/Internship forms must be completely filled out and signed by the job supervisor, instructor, parent and local school principal, if applicable, before a student is released from class.
- The instructor must present the Worksite Training/Internship form to the Campus Director for final approval.
- The instructor is to develop a system to follow up on all students on Worksite Training/Internship at least once a week.
- Worksite Training/Internship training is designed to be an integral part of the Program that provides additional educational opportunities in a real work setting. **NOTE:** *Post-secondary students may continue to receive financial aid such as PELL grants if the Internship is part of the curriculum plan and administered properly.*

### [Guidelines for Worksite Training/Internship](#)

- Instructors must contact employers to verify their responsibilities in evaluating a student's progress while participating in worksite training.
- Documenting progress can be accomplished by:

- Instructor visits, telephone calls, and/or emails.
- Students returning to class one (1) day a week to give specific input.
- Student progress evaluation mailed, emailed, or faxed to instructor by Site Supervisor.
- Student and/or instructor initiates follow up via telephone surveys.
- Worksite Training/Internship forms must be completed before a student begins training/internship.
- Students are to be retained on the class roll with grades recorded according to the evaluations for the term of the Worksite Training/Internship.
- Worksite Training/Internship time frame is to last no longer than one-quarter (1/4) of the Program.

**NOTE:** Policy and procedures vary, refer to students' handbooks for the Practical Nursing, Surgical Technology, Employment Services and Truck Driver Training Programs.

## **DISCIPLINE**

### **Student Behavior**

Students are expected to be cooperative in maintaining a positive instructional environment and to be respectful to others. Students who fail to live up to this responsibility face disciplinary action according to school policies and State law. Students must be in good standing to participate in extracurricular activities.

### **Suspension of Students**

The administrative staff has the authority to discipline a student for inappropriate behavior such as, but not limited to, any of the following acts while in attendance at Central Tech, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district, or when present at any facility under the control of the school district. Unacceptable behaviors such as those listed below are prohibited and will be addressed by a conference with the Director or Assistant Director and may also result in disciplinary action.

- Immorality, profanity (not limited to verbal usage) or pornography
- Violation of school rules, regulations or policies and/or State law
- Insubordination or not responding appropriately to authority
- Possession, threat, or use of a dangerous weapon
- Assault and battery
- Possession of, or under the influence of, any illegal drugs, alcohol, or any mind-altering substance; or possession of drug paraphernalia
- Conduct which jeopardizes the safety of others – including fighting or disruptive behavior
- Conduct which disrupts the educational process or operation of the school
- Truancy and/or excessive absenteeism
- Stealing, gambling, misinformation, extortion, or cheating
- Sexual harassment
- Harassment, intimidation, or bullying

### **Types of Disciplinary Actions in Order of Consideration**

1. Alternative disciplinary measures as deemed appropriate by instructor or administrator including, but not limited to, behavior contract, conference, letter to parent(s) or guardian(s), referral to counselor, probation, and/or restriction of privileges.
2. In-House Detention: Out-of-class assignments at Central Tech. Duties outside of the classroom will be assigned by the Director or Assistant Director in cooperation with the classroom instructor.
3. Short-term Suspension: Removal from school for up to 10 days.
4. Long-term Suspension: Removal from school for more than 10 days up to the remainder of the current semester plus the next semester or up to one full calendar year.

### **Due Process Procedure**

When a short- or long-term suspension is contemplated, the following due process procedures shall apply:

1. Alternative in-school placement options will be considered and applied, if appropriate, before out-of-school suspension is initiated.
2. **Short-Term Suspension:** An administrator may suspend a student for up to ten days provided the student has first been advised of the infraction and has been given an opportunity to respond to the allegation.
3. **Long-Term Suspension:** When a suspension of more than ten days is contemplated, the administration should follow the procedures for implementing a short-term suspension and notify the students and/or parents of the recommended long-term suspension. The student and/or parents shall have three days from the date of the suspension to advise Central Tech in writing to request a hearing to appeal the suspension. The hearing will be held before a Hearing Committee composed of three members of the staff identified by the Assistant Superintendent. The hearing will be scheduled within ten school days of the date of the initial suspension.
4. **Appeal of Long-Term Suspension:** If the long-term suspension is upheld by the Hearing Committee, the student and/or parent may request an appeal before the Superintendent. Such request must be in writing and directed to the Superintendent within five school days of the decision of the Hearing Committee. The decision of the Superintendent can be appealed to the Board of Education by submitting a request in writing to the Superintendent within three days of the Superintendent's decision. The decision of the Board of Education shall be final.
5. **Extracurricular Activities:** A student may not be on school property or attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e., if suspended from school through Friday, suspension is effective until the next school day, Monday)
6. **Education Plan:** Any student who is suspended for more than five days and who is enrolled in core unit subject shall be provided with an education plan. An education plan meeting IDEA regulations will be provided for a student on an IEP. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The provisions of this subsection shall not apply to a student who has been suspended for possession of a dangerous weapon or a controlled dangerous substance.
7. **Suspension from the Partner School:** A student suspended from the partner school may also be suspended from Central Tech upon notification and request from the partner school officials. Likewise, as student suspended from Central Tech may also be suspended from the partner school upon request of Central Tech administration.

## SAFETY/SECURITY

### [Asbestos Management](#)

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. Central Tech has complied with this act. An asbestos management plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Tech campus.

### [Campus Police](#)

Central Tech believes in providing safe facilities, surroundings and activities for employees, students and employers. Students and employees are encouraged to be responsible for their own security as well as the security of others. In the event of a crime or other emergency, however, prompt and accurate reporting is encouraged by contacting the Campus Director or Assistant Director. He/She will then contact the campus Police Department, which has full legal authority and also works cooperatively with local law enforcement officials. The Central Tech Campus Police Department is a C.L.E.E.T. recognized police department staffed by C.L.E.E.T. certified peace officers. Any person who threatens the health or safety of students or employees on

campus, according to Oklahoma School Law, may be directed to leave the school campus and cannot enter the campus for six months after that time without permission of the Campus Director.

### [Campus Searches](#)

To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops and any other school property or student's possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether or not owned by said student, will be subject to a search. If the dog "alerts" to indicate that prohibited substances are present, the area will be further searched. Parents(s) and/or guardian(s) of high school students will be notified if prohibited substances are found. Law enforcement officials will be contacted if possession of any unlawful substance is verified (with secondary or post-secondary students). Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.

### [Campus Security](#)

To maintain a safe environment for students, all doors except the main entrance will be locked at the Drumright Campus. Students may enter the south door 30 minutes prior to the beginning of class. At all other times, the main entrance door must be used. Surveillance cameras are in place inside and outside the building at both the Drumright and Sapulpa campuses.

### [Dangerous Weapons](#)

The possession or use of dangerous weapons while a student is in attendance at Central Tech, at any function authorized by the school, or while in transit to or from Central Tech on school transportation, is expressly prohibited.

Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined in Section 1272 below:

“...any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon.”

Central Tech administration will determine what constitutes a weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the administration. Such weapon will be confiscated and released only to law enforcement authorities.

### [Gun-Free Schools](#)

It is the policy of this school district to comply fully with the Gun-Free School Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Such firearm will be confiscated and released only to a law enforcement authority.

### [Harassment, Intimidation and Bullying](#)

The School Safety and Bullying Prevention Act defines the term “bullying” as including, but not limited to a *pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students 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 schools educational mission on the education of any student that reasonable person would recognize will: harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.* The prevention of and education about harassment, intimidation and

bullying to Central Tech students will be addressed on a yearly basis. Anyone alleging bullying, harassment or intimidation have occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at [centraltech.edu](http://centraltech.edu) or upon request.

### [Insurance](#)

While every effort is made to prevent accidents and injuries, the nature of the instruction is such that the possibility of injury is greater than in an academic program. Therefore, students are requested to carry personal insurance to cover the costs of caring for any accident that may occur. Central Tech provides information from an independent company to consider regarding various levels of student accident insurance, which is offered for a nominal cost. Central Tech does not endorse any individual policy or company.

### [Personal Property](#)

It is the responsibility of each individual to care for and safeguard his/her personal belongings. At no time shall Central Tech be responsible for lost, stolen or damaged personal items.

### [Safety Drills](#)

Fire, tornado, lockout and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and clears the building or seeks appropriate shelter by the prescribed route as soon as possible. Maps and directions for fire, tornado, lockout and lockdown evacuation/procedures will be posted in each classroom, and classroom teachers will give the students instructions. Other types of drill will also be performed as deemed necessary.

### [Sexual Harassment](#)

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender or sex. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an Instructor, Counselor, Campus Director or Assistant Campus Director.

### [Student Searches](#)

Students should be free from unreasonable search and seizure by school officials. However, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered as a result of a search will be subject to disciplinary action, usually resulting in suspension.

## **TRANSPORTATION**

### [Student Behavior on School Buses](#)

Students may ride Central Tech buses as long as they adhere to the policies regarding student behavior while on the bus. Students must comply with bus driver guidelines at all times. The bus driver is to be respected and obeyed. Central Tech buses are equipped with cameras.

### [Transportation](#)

Bus transportation is provided to and from partner high schools. Several high schools require students to ride the bus and others allow them to drive their own vehicles. High school students should check with their administration to be aware of their school's policy. However, all high school students are encouraged to ride

the bus. Buses will depart from the partner high school on a regular schedule. Students will be returned to their respective high schools immediately after classes.

Post-secondary students may also ride the buses on a space-available basis in accordance with the partner school policy and with the permission of the Central Tech Director or Assistant Director.

Students who drive must display a parking permit on their vehicle.

Transportation will be provided for students to participate in Central Tech activities; students must utilize this transportation unless emergency situations are approved by Central Tech administration.

### **Vehicle Regulations**

1. All students must complete and have on file the Student Transportation form.
2. High school students driving personal vehicles to Central Tech must have permission from the partner school.
3. Both post-secondary and secondary students are required to register their vehicles and obtain a parking permit to park or drive on the Central Tech campus. All eligible students will be issued one free parking permit. Replacement permits are available at a cost of fifty cents per permit.
4. All students must park in the designated parking lots. Vehicles in violation of parking guidelines may be towed.
5. Students are not to be in vehicles or the parking lot during breaks or during class hours. Upon arrival at school, students need to go directly inside the building.
6. Any vehicle driven on to the Central Tech campus may be searched at any time by Central Tech administrative personnel and/or Central Tech contracted canine detection units while parked on school grounds. By parking on school grounds, students are granting permission for random or scheduled vehicle searches.
7. Damage and losses to personal vehicles or any student possessions will be at the risk of the owner.
8. Safe driving habits on campus are mandatory. Driving privileges may be revoked for not obeying traffic laws or practicing safe driving habits to and from Central Tech, or for leaving campus without proper authorization.

## NATIONAL TECHNICAL HONOR SOCIETY MEMBERSHIP REQUIREMENTS

A NTHS member must be enrolled full-time at Central Tech.

### **A NTHS member shall:**

- Have a desire to pursue a career in the field of his/her technical studies
- Exhibit dependability
- Be of worth character
- Have good mentality
- Exhibit creditable achievement
- Have a commendable attitude
- Be a member of a local, state and national career tech student organization (BPA, HOSA, SkillsUSA)
- Make a significant contribution to community service and/or school projects
- Be recommended by the instructor

### **A NTHS member shall have:**

- A grade of "A" in technical instruction at Central Tech for each of the first three grading terms of the application year
- A grade no lower than a "B" in academic courses at Central Tech and/or the partner school for the first semester of the application year, excluding Central Tech Program grade (secondary students only)
- At least 97% in attendance and punctuality (this means no more than five unexcused absences through the third nine weeks)
- No probationary or disciplinary actions during the application year.

### **A NTHS member shall receive:**

- Official NTHS membership certificate, pin, car, window decal and newsletter
- Official seal to be attached to Central Tech certificate
- Participation in the official NTHS induction ceremony
- Up to three letters of recommendation on the member's behalf, for job application or college admission. (Letters are available upon request to the NTHS national office).

## **FACILITIES AND EQUIPMENT**

### **General**

Central Tech is comprised of two (2) campuses.

### **Drumright Campus**

Located one-half (1/2) mile northeast of Drumright, Oklahoma, on Highway 99. The site contains 85 acres and has six (6) buildings containing a total of 218,190 square feet for classroom and laboratory instruction. Initial operation for this site began August 1970. Additionally, the Center for Business Technology, Research & Development is located at 201 N. Settle Drive.

### **Sapulpa Campus**

Located at 1720 South Main in the city of Sapulpa. Three (3) large buildings comprising 83,232 square feet of laboratory and classroom space are located on an 11-acre tract. Initial operation for this site began July 1, 1978.

## **Specific Classroom and Laboratory Utilization**

### **Drumright Campus**

#### **Main Building: Pre-Stressed Concrete Building**

<u>Skill Area</u>	<u>Square Footage</u>
Automotive Service Technology	8,632
Biomedical Science and Medicine	1,416
Business & Information Technology	2,151
Construction Trades	6,181
Cosmetology	3,315
Cyber Security	2,529
Design Drafting	1,386
Digital Printing and Imaging Communication Technology	3,500
Distance Learning Lab	483
Educational Service Center	1,798
Graphic Design	1,120
Health Careers Certifications	2,800
Health Careers Certifications Lab	2,056
Interactive Multimedia	1,800
Mathematics	810
Medical Assistant	1,375
Network Security and Administration	1,352
OSSM Classroom	1,740
OSSM Lab	1,378
Pipeline Technology	2,200
Practical Nursing	4,200
Pre-Engineering	4,512
Science Lab	1,625
Seminar Center	Seats for 300 and with chairs will seat 750— 6 lecture areas available
Storage and Receiving	1,548
Student Commons	Accommodates 100 students at one time
Surgical Technology	1,517

Turning Point	815
Welding/Fabrication Technology	5,186
Remainder of building devoted to administrative offices, hallways, restrooms, storage closets, etc.	

**Industrial Trades Building: Precast Concrete**

<u>Skill Area</u>	<u>Square Footage</u>
BIS West	2,848
Diesel Technology	7,546
Electrical Trades	5,621
EMT	4,218
Industry Education Area	3,478
ElectroMechanical Systems	4,368
Power Sports Technology	5,760

<u>Skill Area</u>	<u>Square Footage</u>
Service Careers	6,705

**Center for Transportation and Safety Education: Pre-fab - 12,255 square feet**

<u>Skill Area</u>	<u>Square Footage</u>
Truck Driver Training	7,415
Transportation	4,343
Student Lounge	760
Range Tower	488

Remainder of building devoted to offices, hallways, storage, restrooms, showers, etc.

**Center for Business Technology Research & Development: Engineered Metal - 9,000 sq. feet**

<u>Skill Area</u>	<u>Square Footage</u>
Agricultural Business Management Reference Center Seminar Room	4,020
Manufacturing Incubator Space	4,320
Remainder of building devoted to offices, hallways, storage, restrooms, etc.	

**Pipeline and Safety Training Center – 14,000 sq. feet**

<u>Skill Area</u>	<u>Square Footage</u>
Pipeline Training	7,000
Safety Training	6,000
Business & Industry Training Services	1,000

## Sapulpa Campus

### **Metal Pre-Fab and Cement Block (Main Building) 56,232**

<u>Skill Area</u>	<u>Square Footage</u>
Administrative Assistant-Medical	1,150
Business Assistance Center	5,400
Business and Information Technology	1,600
Education Service Center	4,000
Health Careers Certifications I	2,000
Health Careers Certifications II	2,000
Health Careers Certifications Lab	1,440
Lounge	1,400
Network Security and Administration	1,100
Practical Nursing	5,034
Science Lab	2,460
Seminar Center	5,600
Supported Employment	2,050
Remainder of space in administrative offices, storage, maintenance, hallways and restrooms.	

### **West Building 9,000**

<u>Skill Area</u>	<u>Square Footage</u>
Criminal Justice	4,000
Welding	4,500
Remainder of space in offices, hallways and restrooms.	

### **Business & Industry Building 18,000**

<u>Skill Area</u>	<u>Square Footage</u>
HVAC Shop	4,096
HVAC Classroom	840
BIS Training Bay	3,580
BIS Classrooms	2,352
Computer Lab	330
Remainder of space in offices, hallways and restrooms.	

