

Central Tech

2025-2026

CENTRAL TECH'S VISION:

EVERYONE ACHIEVES SUCCESS

CENTRAL TECH'S MISSION:

*CENTRAL TECH CHANGES LIVES WITH EDUCATION AND
WORKFORCE DEVELOPMENT.*

CENTRAL TECH'S CORE VALUES:

INTEGRITY

COMMUNITY

RELATIONSHIPS

EXCELLENCE



CENTRAL TECHNOLOGY CENTER

CONTACT INFORMATION

DRUMRIGHT CAMPUS

3 CT Circle

Drumright, Oklahoma 74030

Phone (918) 352-2551

Fax (918) 352-2441

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Daniel McEntire (Asst. Campus Director)	daniel.mcentire@centraltech.edu.....	Ext. 292
Pam Whittenburg (Asst. Campus Director)	pam.whittenburg@centraltech.edu.....	Ext. 208
Kacee Poteet (Drumright Counselor)	kacee.poteet@centraltech.edu.....	Ext. 229
Angie Piotrowski (Financial Aid)	angie.piotrowski@centraltech.edu.....	Ext. 237

SAPULPA CAMPUS

1720 South Main

Sapulpa, Oklahoma 74066

Phone (918) 224-9300

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Sheila Stewart (Sapulpa Counselor)	sheila.stewart@centraltech.edu	Ext. 108
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SOCIAL MEDIA:

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Central Tech

CENTRAL TECHNOLOGY CENTER STUDENT/PARENT HANDBOOK 2025/2026

GENERAL INFORMATION

SCHOOL HOURS

Drumright Campus

Morning Session: 8:25am to 11:15am

Afternoon Session: 12:45pm to 3:35pm

Sapulpa Campus

Morning Session: 8:25am to 11:15am

Afternoon Session: 12:45pm to 3:35pm

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.

FEDERAL EDUCATIONAL RECORDS AND PRIVACY ACT (FERPA)

Central Tech will follow the Federal Education Records and Privacy Act (FERPA) regarding access to student records.

PARENT BILL OF RIGHTS

Central Tech complies with the Parents' Bill of Rights. 25 O. S. § 2002 provides a listing of rights for parents.

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, leave school, or take other appropriate disciplinary action, when students have inappropriate attire. Some examples of inappropriate attire are:

- Shorts and skirts must be no less than mid-thigh.
- Clothing that exposes the body.
- Hooded sweatshirts may be worn as long as the hood is not used.
- 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. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. Students must obtain permission from their instructor and the administration to leave the building. They will also need to check out with the receptionist. Breaks will be 10 minutes in duration for both morning and afternoon sessions.

CHANGES TO POLICY

Any updates to the student handbook will be shared through student email and updated on Central Tech's website, centraltech.edu.

COUNSELING

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

ELECTRONIC COMMUNICATION DEVICES

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 or 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 the loss of privileges on the Internet, suspension from school, or other disciplinary action deemed appropriate by Central Tech administration.

Students who take unauthorized video or pictures during the school day will be subject to disciplinary action. Students are not authorized to post to the internet any pictures or video taken on Central Tech property without the express permission of Central Tech.

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.

FOOD AND DRINK

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

FREEDOM OF EXPRESSION

Central Tech respects the rights of students and patrons to freely express their opinions and views this right as a critical tenant of a free democratic society. <https://centraltech.edu/consumer-information/>

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 communicate 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/Compliance Officer.
- 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.

Shane Bruce

Campus Director-Drumright

(918) 352-2551 X 289

Kim Howard

Campus Director-Sapulpa

(918) 224-9300 X 102

LaDonna Gear

Assistant Superintendent

(918) 352-2551 X 274

HIGH SCHOOL CREDIT

High School students may earn up 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 must be visibly worn while on Central Tech property. Students must pay for lost badges. Cost to student to replace an ID badge is five dollars. Consequences for not have an ID badge will be given at the discretion of the administration.

JOB REFERRAL AVAILABLE

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

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', under the age of 18, grades. Parents will be notified how to access this information.

PARTICIPATION IN SCHOOL ACTIVITIES/STUDENT ORGANIZATIONS

In addition to meeting the 90% attendance requirement, students must also maintain a minimum of a "C" average in their technical and academic coursework to be eligible to participate in student activities including field trips and CTSO conferences/contests. Students placed on contract or have had disciplinary actions against them will be ineligible to participate as well. Some programs may also have additional requirements. Students must also meet all program requirements.

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 completing 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 road conditions, 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. Closures will also be posted on our social media pages as well.

- 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 road conditions, 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 road conditions.

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. Post-Secondary students age 21 and above may smoke in designated smoking areas.

MEDICAL MARIJUANA

1. Pursuant to Oklahoma Statutes §63-420 et seq., unless failure to do so would cause the technology center to imminently lose monetary or licensing related benefits, under Federal law or regulations, the technology center will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana license holder.
2. Students who use, possess, sell, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
 - A. Observation of any of the conduct or phenomenon described below:
 - (1) the smell of marijuana on or around the individual;
 - (2) Disorganized thinking;
 - (3) Paranoia and/or confusion;
 - (4) Bloodshot eyes;
 - (5) Increased heart rate;
 - (6) Increased appetite; or
 - (7) Loss of Coordination and
 - B. Any circumstance that would permit the technology center to engage in a "reasonable suspicion" drug or alcohol search of the student and/or their belongings.

STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE

Any student who possesses, uses, distributes, purchases, sells or is determined to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event will be subject to disciplinary action, including out-of-school suspension from school.

STUDENT WITHDRAWAL

To withdraw from class, a student must first visit with his/her instructor and counselor and then complete a withdrawal from the recruiter office. Secondary students may be withdrawn upon the request of the parents or the partner high school. Students are automatically withdrawn after ten consecutive days of absence with no contact to the school. All fees and tuition must be paid at the time of withdrawal.

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 education 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 and work-based learning opportunities; (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 for 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.
10. Awards such as National Technical Honor Society, Outstanding Student or Honor Rolls are based in part on attendance. Students must be aware of such award requirements.

DISTANCE EDUCATION

Classes offering distance education will provide attendance requirements and additional information in their respective classes.

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 home 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 or telephone number. Please inform the office 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
- Daily Performance Grade
- Project Grades
- Practice of Technical Skills Grades
- Work Based Learning 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".

INCOMPLETE ASSIGNMENTS:

Incomplete / missing assignments will be recorded as a "0" on the due date regardless of an excused / unexcused absence. Incomplete / missing assignments issued during an excused absence must be made up in the allowed time frame.

The allowed time frame is as follows:

- One day for each day missed.
- After three **consecutive** days missed, the student will be given five days.

REPORTING GRADES TO PARENTS, STUDENTS AND SENDING SCHOOLS:

Only semester grades will be issued to students. Access to these grades is available through our online portal. You can access the online portal by downloading PowerSchool Mobile on your device.

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

Progress Reports will be issued to any full-time student not making satisfactory academic progress, or at any time 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.

DISCIPLINE

STUDENT BEHAVIOR

Students are expected to be cooperative in maintaining a positive instructional environment and to be respectful to others. Students must comply and adhere to the guidance and direction of administration, instructors as well as Central Technology Center staff. 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 laws
- 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-term 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 the Campus Director, in writing, their request of a hearing to appeal the suspension. If the Campus Director is unable to resolve the problem, the appeal will be forwarded to the Assistant Superintendent of Instruction and a hearing committee will be created to hear the appeal. A hearing will then 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 regulation 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. The dogs will not search students; however, students may be asked to leave personal belongings in an area to be screened by a dog. If a dog alerts to an item or area, it may be searched by District officials, such as campus administration, teacher, or campus security. The searcher will be of the same gender of the student being searched. 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 both the Drumright and Sapulpa Campuses. Students may enter the east door on the Drumright Campus or the North door on the Sapulpa campus 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.

CLERY ACT

The Clery Act requires all institutions that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

FOR MORE INFORMATION, PLEASE FIND THE ANNUAL SECURITY REPORT AT:

[HTTPS://CENTRALTECH.EDU/CONSUMER-INFORMATION/](https://centraltech.edu/consumer-information/)

DANGEROUS WEAPONS

The possession or use of dangerous weapons while a student attends 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 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, shelter in place and intruder alert 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 clear the building or seek appropriate shelter by the prescribed route as soon as possible. Maps and directions for fire, tornado, shelter in place and intruder alert 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.

Sex Discrimination and Sexual Harassment

Central Technology Center will address all incidents of sex discrimination and sexual harassment reported to the technology center's Title IX Coordinator(s) in compliance with Title IX of the Education Amendments of 1972, as amended.

According to federal regulations and the United States Department of Education (DOE) guidelines, sexual harassment is unwanted sexual conduct that "must be sufficiently severe, persistent, or pervasive and that is adversely affects a student's education or creates a hostile or abusive educational environment." Sexual harassment is a form of discrimination. Examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, sexually suggestive gestures, sexually suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, sexually suggestive or explicit electronic communications, or sexual assault. Sexual harassment is illegal and will not be tolerated at Central Technology Center. Violation of district policy prohibiting sexual harassment will result in disciplinary action. Victims of alleged sexual harassment are encouraged to report the incident to an instructor, counselor, school administrator, or a Title IX Coordinator.

Employees or students with information or knowledge relating to sexual harassment of a student or fellow employee should report the matter to a supervisor (unless their supervisor is the alleged harasser) or to a Title IX Coordinator, but the report may also be made to any employee. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of allegations of sexual harassment-

Students who have a report of sexual harassment may present it to one of the following Title IX Coordinators:

- Title IX Coordinator for Drumright campus is Shane Bruce, Drumright Campus Director, 918.352.2551
- Title IX coordinator for Sapulpa campus is Kim Howard, Sapulpa Campus Director, 918.224.9300
- Title IX District Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551.

STUDENT SEARCHES

Students should be free from unreasonable search and seizure by school officials. However, students shall not have a reasonable expectation of privacy regarding the contents of lockers, desks, or other school property. Further, school officials shall have the authority to search a student's possessions and property when there is reasonable suspicion that a student may possess, stolen or missing property, controlled dangerous substances as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, or dangerous weapons. School officials consist of administrators, teacher, or campus security. Officials conducting the search will be the same gender as the student being searched. 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.

All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot.

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.

INTERNET USER AGREEMENT

Parents must read and understand the Central Tech School Board Internet Access and Acceptable Use Policy printed below. Your child will only be allowed to access the Internet after you have signed this agreement giving your permission to do so. If you wish to discuss this document with the instructor, please call 918.352.2551 for the Drumright Campus, or 918.224.9300 for the Sapulpa Campus. Please understand that by giving permission for your child to access the Internet, your child *will not* be under 100% control by the instructor; therefore, you and your child must both accept complete responsibility for your child's adherence to the Central Tech School Board Internet Access and Acceptable Use Policy. By signing the internet user agreement, you choose to assume this responsibility.

Students must read and understand the Central Tech School Board Internet Access and Acceptable Use Policy printed below. You will be allowed to access the Internet only after you have returned this form signed by your parents. This agreement will be retained as a record of your acceptance of both the privilege and responsibilities pertaining to the Central Tech School Board Internet Access and Acceptable Use Policy.

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District is not responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District may install and operate computer software programs that restrict access to certain inappropriate materials, which, taken as a whole, lack serious literary, artistic, political or scientific values. Students who are granted access to the Internet shall receive instruction regarding safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications and the disclosure, use or dissemination of personally identifiable information. The District provides education to minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyber bullying awareness and response.

Acceptable Uses: The District's computers, equipment and software are intended for administration, education, and academic research purposes only, and shall be used only as according to Administration regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching, or which promote the District's mission and goals.

Prohibited Uses

According to Administrative Regulations, the District's computers and the Internet access (including e-mail) provided by the District shall NOT be used:

1. To violate an individual's right to privacy.
2. To access materials, information, or files of another person or organization without permission.
3. To violate the copyright laws.
4. To spread computer viruses.
5. To participate in "hacking" or deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization.
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others.
7. To distribute religious materials.
8. To campaign for or against any political candidate or ballot proposition or for political lobbying except as authorized by law.
9. For any commercial purpose unless authorized by the Administration or Board.
10. To engage in any illegal activity.
11. To access inappropriate matter on the Internet and World Wide Web or to access materials harmful to minors.
12. To disclose, use or disseminate personal information regarding minors.

Consequences of Misuse

The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet (including e-mail) may have the privilege of using the computers or the Internet (including e-mail) denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectations of Privacy: No student or employee shall have any expectation of privacy in any electronic mail being sent or received by the District's computers or the District-provided Internet access.

The District's system operators may access any electronic mail and may delete any inappropriate material from any electronic mail sent or received using the District's computers or the District-provided Internet access.

Students should be advised that while on the school network (either WIFI or computer), it is understood that there shall be no expectation of privacy.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

LOCAL HONORS AND AWARDS

Outstanding Student of the Year

Awarded to students by their instructors for their distinguished and exemplary performance in their class based on individual teacher standards. Recipients of this award will also receive the Choices Tuition Waiver.

Perfect Attendance

Awarded to students who have no unexcused absences, tardies or early dismissals for the entire year. School absences are excused and will not count against perfect attendance.

Superintendent's Honor Roll for the Year

Awarded to students who have a 4.0 grade point average while maintaining perfect attendance for the entire year.

Director's Honor Roll for the Year

Awarded to students who have a 3.0 grade point average and no more than three unexcused absences for the entire year.

Choices Tuition Waiver

Students who have graduated from a public, private, home, or charter high school in the Central Tech district may be eligible for the CHOICES Tuition Waiver. Central Tech may waive an amount up to, but not to exceed the cost of, 1600 hours of tuition calculated at the current full-time rate. This waiver may apply to full-time, ACD or TDT tuition for eligible students.

To be eligible students must:

- Currently, reside in the Central Tech district.
- Be a graduate of a public, private, charter, or home school within the Central Tech District.
- Begin class within 48 months of High School graduation.
- Be enrolled in a program greater than 40 hours in length or an ACD Career Track program whose total length is greater than 40 hours.
- Demonstrate satisfactory academic progress in the chosen program.
- Provide a copy of their high school transcript.

This waiver does not apply to supplies, fees, tools, or certification examination fees. Restrictions apply.

STUDENT ORGANIZATIONS

The student organizations listed below are available to all Central Tech students enrolled in full time programs. Although participation is optional, it is highly encouraged. Through these organizations, you can learn valuable leadership skills, interpersonal skills, and soft skills, and students may compete in local, district, regional, state, and national skill events.

Business Professionals of America

BPA prepares students to work efficiently not only in an office setting, but also in a wide variety of business situations. BPA's mission is "To contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills."

Health Occupations Students of America

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, post-secondary, adult and collegiate students enrolled in health occupations education programs. HOSA's mission is "To promote career opportunities in health care and to enhance the delivery of quality health care to all people."

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA's mission is "To provide quality education experiences for students in leadership, teamwork, citizenship and character

development. It builds and reinforces self-confidence, work attitudes and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, lifelong education and pride in the dignity of work."

National Technical Honor Society

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. The NTHS mission is "To honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS

membership." Students enrolled in Central Tech Career Training Programs who meet academic, attendance and citizenship requirements may be nominated by their instructor.

NTHS MEMBERSHIP REQUIREMENTS

To be eligible for NTHS, a student must:

- Be enrolled full-time at Central Technology Center
- A grade of "A" in technical instruction at Central Tech through December of the application year.
- A grade no lower than a "B" in academic courses at Central Tech and/or the partner school through December of the application year, excluding Central Tech career major grade (secondary students only)
- At least 97% in attendance and punctuality (this means no more than four unexcused absences through December
- No probationary or disciplinary actions during the application year.
- 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

Once selected, a NTHS member shall receive:

- Official NTHS membership certificate, pin, card, 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)

Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), does not discriminate on the basis of race, color, national origin, sex, disability, and age in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid, educational services, treatments, or access to programs or activities. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Title VII Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Title IX Coordinator for Drumright campus is Shane Bruce, Drumright Campus Director, 918.352.2551

Title IX Coordinator for Sapulpa campus is Kim Howard, Sapulpa Campus Director, 918.224.9300

Title IX District Coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Section 504 Coordinator for Drumright campus is Kacee Poteet, Counselor, 918.352.2551

Section 504 Coordinator for Sapulpa campus is Rhonda Casey, ESC Coordinator, 918.224.9300

ADA coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Compliance coordinator is LaDonna Gear, Assistant Superintendent, 918.352.2551

Central Technology Center
3 CT Circle
Drumright, OK, 74030

Spanish version of this handbook is available online at www.centraltech.edu



CENTRAL TECH DICTIONARY

Below are a few terms that you may hear around campus.

Program Completer: A student that completes all the program requirements set forth by Central Tech.

Work Based Learning (WBL): Learning that takes place in a real work environment. This includes clinicals, apprenticeships (formal and informal), internships and on-the-job training. **WBL can only be taken during the last quarter and can last no longer than one-quarter (1/4) of the total program time.** However, programs that include a clinical setting are limited to the time included in that programs scope and sequence.

Excused absence: Absences that include documented illness or injury, doctor or dental appointments, emergency / bereavement for the immediate family and / or military duties. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.

Unexcused absence: Any absence that does not meet the criteria of “excused absence” or “school activity”. Assignments / work missed during an unexcused absence may be made up at the teacher’s discretion.

School Activity: An absence will be considered excused if the student is attending a school sponsored activity. Limited to 10 per school year and requires partner school notification. They are not counted in the total number of absences for the school year and the student will be allowed to make up any work missed while participating in a school activity. The amount of time allowed to make up will be equal to the amount of days missed.

OJT: See Work Based Learning

Shelter in Place: A shelter in place secures the perimeter (doors and windows) of a building to minimize exposure to a safety threat outside, such as criminal activity in the area. During a shelter in place, no person (parent, student, staff member, guest, etc.) may enter or leave the building and classes will proceed as usual (to the extent possible). A shelter in place ends when the police department confirms that the threat has passed.

Intruder Alert: A Lockdown alert is a physical response to an imminent safety threat inside the building, such as an intruder or attacker. An intruder alert response is situational and may include running away or hiding in a secure space. In an intruder alert, staff members and students will evaluate their options to determine safest course of action.

IMPORTANT NOTE: In either a shelter in place or intruder alert, Central Tech will act with the safety of students and staff in mind. School officials will work in coordination with police and fire departments. So that we can keep our focus and effectively manage our emergency resources, we kindly ask that you do not attempt to contact us during a shelter in place or intruder alert. We will always communicate with parents as soon as it is practicable—our first priority is keeping students safe.

Block Schedule: A course that is completed in a single semester. Central Tech Academies and some academic classes are on this type of schedule.

PLTW: Project Lead the Way. The curriculum providing entity for our Engineering/Biomedical Academies.

Clinical: See Work Based Learning