

# **STUDENT CONSUMER INFORMATION HANDBOOK**

**2011 – 2012**

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**RED RIVER TECHNOLOGY CENTER  
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Accredited by the  
Oklahoma State Department of Education  
and  
Oklahoma Board of Career and Technology Education

**August 11, 2011 to May 17, 2012**

*The Red River Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Drug Free Workplace.*



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Burton, Sherrie.....	Health Careers Certification
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Conway, Jamie .....	Career Information Specialist
Deal, Don.....	Automotive Service Technology
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Green, Janice.....	AE&L/GED Staff Person
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Leyrer, Bill.....	Electronics
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Lovett, Lori.....	Biomedical Sciences
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Suiter, Edith .....	Biomedical Sciences
Tanaka, Cody .....	Computer and Telecommunications Technician
Tanaka, Greg.....	Safety and Environmental Services
Taylor, LaNell .....	Practical Nursing
Tyler, Steve.....	Carpentry
Weast, Letitia .....	Business and Information Technology Education
Werner, Earlene.....	Practical Nursing
Williams, Gary.....	Heating, Ventilation, A/C & Refrigeration
Wood, Vernon.....	Precision Machine Technology

## **Section I. GENERAL INFORMATION FOR ADULT STUDENTS**

This Student Consumer Information Handbook is designed to provide the adult student with additional information needed to progress satisfactorily in the programs offered at Red River Technology Center (RRTC). The Student Handbook outlines rules and regulations, courses offered, and information common to both adult and secondary students at our school. The information found in the sections that follow pertain only to adult students and contain details concerning financial aid available at our school, the school's Drug Free Schools and Workplace Policy, placement data, campus security information, grievance procedures, referral agencies, etc.

The administrative offices are open from 7:30 a.m. to 4:30 p.m. (until 9:30 p.m. when evening classes are in session) Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday. Information needed by adult students not contained in this handbook may be obtained from these offices. Assistance may also be obtained in these offices to make your experience at our school a more positive one.

You will be oriented to the services offered at the beginning of the school year, but it is hoped that this handbook can serve as your ready reference to the most needed information for adults. Please don't hesitate to ask any of our staff if you cannot find or understand the information you need.

## **Section II. WITHDRAWAL PROCEDURE**

A student desiring to withdraw from Red River Technology Center must notify the instructor and Student Counselor or Principal. The student will complete the enrollment change form stating reason for withdrawal. Red River Technology Center will coordinate the student's request for withdrawal with the partnering school for high school students. Adult students are responsible for clearing any financial obligation with the business office and financial aid office. All students must return any property belonging to Red River Technology Center in complete the withdrawal process.

## **Section III. FINANCIAL AID**

### **A. Person Designated to Provide Title IV Financial Assistance Information**

Sherri Branch, Financial Aid Officer is designated as the employee responsible for providing information to current and prospective students at Red River Technology Center. Ms. Branch is available to see students Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 4:00 p.m., and can be reached at (580) 255-2903, Ext. 269. Her fax number is (580) 252-1327 and the Federal Financial Aid website is: <http://www.fafsa.gov> or <http://www.ed.gov/studentaid>

### **B. Financial Assistance Available**

#### **a. Programs**

The following programs of assistance are available at Red River Technology Center:

Pell Grant (formerly Basic Educational Opportunity Grant) [www.fafsa.gov](http://www.fafsa.gov)  
WIA (Workforce Investment Act)  
Vocational Rehabilitation  
Bureau of Indian Affairs  
Oklahoma GI Bill (Website: <http://www.gibill.va.gov>)  
Veterans Administration (Website: <http://www.va.gov/vonapp>)  
Local Scholarships  
OTAG (Oklahoma Tuition Aid Grant) part of LEAP (Leveraging Educational Assistance Partnership) and funded by the federal government and the state of Oklahoma  
13 / 14 year Tuition Waiver

b. Title IV Programs of Assistance: General Conditions of Eligibility

The Pell Grant is the only federally funded Title IV program of financial assistance available at Red River Technology Center.

In general a student is eligible to participate if the student:

1. Is a regular student (this means enrolled in an eligible program for the purpose of obtaining a certificate).
2. Is enrolled or accepted for enrollment as post-secondary student who has a high school diploma, GED, or has demonstrated the ability to benefit from the training chosen. Ability to Benefit is defined as successful completion of an approved ATB Test administered under specific conditions. The student may also successfully complete 225 clock hours in a selected career major. Upon completion of these hours student may be eligible to receive Financial Aid for remainder of that major.
3.
  - a. Is a U.S. citizen or national, or
  - b. Is a permanent resident of the U.S., or
  - c. Provides evidence from the Immigration and Naturalization Service that he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, or
  - d. Is a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
4. Must have a valid Social Security Number (the one exception is for students from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
5. Has financial need.
6. Is maintaining satisfactory progress in the course of study he/she is pursuing according to the standards of this institution.
7. Does not owe a refund on a Title IV HEA Grant (Pell Grant, Supplemental Grant or Student State Incentive Grant) received to meet the cost of attending any institution and is not in default on any Title IV, HEA loan Perkins (NDSL), Stafford Loan (GLS, SLS, PLUS, FISL) received for attendance at any institution as evidenced by signed statement.
8. Is registered for selective service or exempt from registration as evidenced by signed statement of registration compliance.
9. Agrees to use any federal aid received solely for educational purposes evidenced by a signed statement of educational purpose certification statement on refunds and defaults.
10. Sign a statement of updated information certifying that certain items on Pell Grant application are correct.

These are general eligibility requirements. Eligibility requirements specific to programs are discussed below.

C. Rights and Responsibilities of Recipients

1. Fair Evaluation of Financial Need

RRTC employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV financial aid. The federal need analysis methodology is based on a five-point philosophy of financial aid:

- a. To the extent that they are able, parents have the primary responsibility to pay for their children's education.
- b. Parents will, as they are able, contribute funds for their son's and daughter's education.

- c. Students, as well as their parents, have a responsibility to help pay for their education.
- d. The family should be accepted in its present financial condition.
- e. A needs analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute.

In assessing financial needs, the goal is to treat applicants uniformly and fairly. To this end, we employ the federal need analysis methodology to assess financial need.

Briefly, for dependent students, three broad categories of a family's resources are examined in need analysis. They are Parent's Income (the Available Income Concept), Parent's Assets (the Income Supplement Concept) and Student Resources (including summer earnings, veteran's benefits, and other similar benefits). For independent students, income and assets are examined.

## 2. Confidentiality

All information (whether written or oral) that an aid applicant and or applicant family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the financial aid office.

## 3. Honesty in Use of Financial Assistance and Reporting of Resources and Changes

Students receiving federal and institutional assistance will be required to sign a statement which certifies that funds awarded will be used solely for expenses connected with attendance at this institution. The applications also specify that the applicant has given accurate (true) information.

## 4. Verification and Updating

All students are required to update key application data upon submission of their aid application. Selected students will be required to submit documentation to verify the accuracy of family financial and other data. If a student is selected to verify application data either by the U. S. Department of Education or by the school, he/she will be informed of the documentation requirements. The student will be given 30 days to respond. Students who fail to complete verification, will not receive assistance. Exceptions may be made on a case by case basis.

## 5. Good Standing and Satisfactory Progress

Satisfactory Progress means a student must be proceeding in a consistent manner toward fulfilling certificate requirements in a specific length of time. Practical Nursing students must consult the appropriate department handbook for specific satisfactory progress requirements. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by possession of a high school diploma, GED, or demonstrating the Ability to Benefit. The Ability to Benefit is defined as the successful completion of an approved ATB Test administered under specific conditions. The student may also successfully complete 225 clock hours in a selected career major. Upon completion of the 225 clock hours the student may be eligible to receive financial assistance for the remaining hours of that career major. If a student is admitted based upon the Ability to Benefit, they are encouraged to actively pursue a GED. Good standing also means that a student is performing well enough

in terms of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student must attend a minimum of 85% of the scheduled class time.

The first disbursement of Title IV funds for first time entering students at Red River Technology Center requires no progress check. At the end of their first payment period students must be making satisfactory progress according to the standards stated below:

There are three components to satisfactory progress; qualitative, quantitative, and attendance.

Qualitative – Grade of C or better for all course work. A grade of I (Incomplete) is regarded as unsatisfactory academic progress for the purpose of Title IV Aid. If a student's grade falls below a C average (70%) at the end of a grading period, the student will be given a warning by the school counselor for the succeeding grading period. If the student is unable to raise their grade to a C average, the student will be placed on probation and Title IV aid eligibility will be in jeopardy. Only one such probationary period is allowed each year.

Quantitative – Students progressing at a normal pace have a maximum time frame of 100% to complete the career major. Students requiring longer than the 100% to complete the career major may continue in the career major for no more than 150% of the normal length of the career major but cannot receive further Title IV aid. Students exceeding the 100% maximum time frame are not considered to be making SAP unless the student has been placed on an ADA 504 Plan which could allow for a longer period of time but would not receive aid past the maximum 100% time frame. An estimated completion date will be set for each student on their plan of study.

The financial aid officer will request SAP information from instructors on all students receiving Title IV funds at the end of each of the student's payment periods. If a student is not progressing at a pace which will fall within the 100% time frame, the student is NOT considered to be making satisfactory progress and financial aid may be terminated.

Attendance – Students must be in attendance 85% of the scheduled class time. Practical Nursing Students must follow additional attendance policy as stated in the Practical Nursing Handbook. When a student has accumulated six days of absences in a nine week grading period, that student will be given a warning by the school counselor. Any time that a student exceeds thirteen absences in a semester, the student's enrollment will be terminated for the remainder of the current semester plus the following semester.

For extended absences caused by circumstances beyond the control of the student, short term interruption of enrollment may be approved through the counselor and principal's office. The student must submit in writing a request for a short term leave of absence. If leave is approved, notification will be sent to the instructor, financial aid officer, and registrar.

Students on financial aid are paid on the basis of clock hours and instructional weeks completed. Before a subsequent payment is paid to a student they will be required to make up all days missed in the previous payment period, regardless of the reason of the absence. For example, a student who has missed five days during their first payment period will not be paid a second payment until that student has completed five days of the second payment period. Students who have completed a career major will not be re-enrolled in that major without instructor, counselor and principal approval. A student's financial aid is based on 100% completion of the clock hours and the instructional weeks of their career major.

Withdrawal from a course does not eliminate the requirements stated above.

- A grade of I (Incomplete) is regarded as unsatisfactory academic progress for the purposes of Title IV aid administration.
- The expected time frame for course completion is the clock hour length of the particular career major. Students will not be paid for hours beyond their career major length.
- Satisfactory progress is assessed at intervals (payment periods) corresponding with ½ of the career major length (clock hours and instructional weeks). When an interval spans a period of non-enrollment, then the progress will be assessed at the point where enrollment recommences.

**Procedure to Re-Establish Eligibility for Title IV Aid:**

A student who has been placed on probation and lost eligibility for Title IV aid will be informed in writing of his/her status. The student must re-establish eligibility as defined below or file a successful academic appeal in order to receive further assistance.

A student who is placed on probation may regain eligibility as follows:

Denial of aid due to a grade less than a C average (70%) – Student must achieve a C grade or better for the following payment period. Payments periods are career major specific depending upon the number of clock hours for the career major.

Denial of aid for lack of attendance – Student must meet attendance requirements for the following payment period.

Denial of aid due to lack of timely progress in course work – Student must complete the percentage of work that would allow them to complete the career major in 100% of the allotted time frame.

The student will be informed of their status upon completion of the appeal. If the appeal is found to be unsuccessful the student will face possible termination of enrollment upon the discretion of the principal for failure to meet satisfactory progress.

**D. Description of Federal Pell Grant Program**

**1. Definition**

Federal Pell Grant Program (formerly Basic Educational Opportunity Grant) is a federally funded grant program that provides up to \$5,550.00 to post-secondary students enrolled in a full-time program or \$2,775.00 if enrolled as a half-time student

**A program must be at least 600 hours in length to qualify.**

**2. Application Procedures**

Application forms and assistance in completing the forms may be obtained from the Financial Aid Office. Students are required to document financial information by submitting copies of U. S. tax returns or other forms of proof of income. Students wishing to apply for a Pell Grant must complete the "Free Application for Federal Student Aid" form and mail it to a federal processing center to have it processed free of charge, the Financial Aid Office can send the application electronically if the student prefers, or the student may apply online at [www.fasfa.gov](http://www.fasfa.gov). Within approximately 2 weeks the student will receive a Student Aid Report. This report includes a summary of application information and the determination of an eligibility index. This index is the result of computations involving the financial and non-financial data submitted on the application.

The method for computing eligibility applies uniformly to all dependent and independent students.

Students desiring to participate in the grant program should submit the Student Aid Report to the Financial Aid Office. If they meet eligibility requirements (see below) they will receive notification of the amount of their grant awards and projected payment schedule.

**PAYMENT SCHEDULE DATES ARE APPROXIMATE AND SUBJECT TO ATTENDANCE.**

3. Eligibility Requirements

Students must meet the eligibility requirements outlined in Section II.b. A student will not be entitled to receive Pell Grant payments from more than one institution or from the Secretary of the Department of Education and the institution concurrently. Eligibility is restricted to students who have not earned a Bachelor's degree.

4. Criteria for Selecting Recipients from Group of Eligible Applicants

All students who are eligible will be paid.

5. Criteria for Determining Amount of Student's Aid

Grant amounts are based upon:

- a. EFC Number on Student Aid Report.
- b. Tuition cost for program plus Pell Grant living allowances.
- c. Enrollment status of student (i.e., full or part time).
- d. Length of program and length of time student is enrolled.
- e. Payment schedule revised annually by federal government and available for inspection in Financial Aid Office.

6. Method and Frequency of Disbursement

The Pell Grant will be disbursed by check through the Business Office. There will be two payment periods each one equal to one-half of the clock hours and weeks in the career major. Pay period hours may vary according to particular career majors. Students who attend half-time, will also receive two equal payments during their pay period.

7. Determination of Payment Periods

The academic year for all programs, excluding Practical Nursing at Red River Technology Center is 1050 clock hours and 40 weeks of instruction. The number of clock hours in the career major and instructional weeks are considered when calculating a student's Pell Grant Payment Periods. The Practical Nursing career major is awarded at 1472 hours and is designated in one award year falling between July 1, 2011 and June 30, 2012.

Students who have additional hours required to complete their career major that was chosen in the 2011-2012 award year may return for the 2012-2013 award year for completion. Additional Pell may be awarded based upon the student's qualifying FAFSA for 2012-2013.

E. Refund Policy as Related to Receipt of Title IV Financial Assistance

1. Regular Day Programs

Refund of tuition, less cost of books and materials used, will follow this schedule:

<u>If a student withdraws</u>	<u>Percentage of institutional charges to be refunded</u>
On or before the 1 <sup>st</sup> day of class	100%
Through the 10 <sup>th</sup> day of class for The enrollment period for which The student has been charged.	
After the 10 <sup>th</sup> day of class for The enrollment period for which The Student has been charged.	0%

Note: Refunds are not paid to the student on a Pell grant or whose tuition is paid by another agency. It will be returned to the agency that originally provided the funds. Additional information on refunds is available in the financial aid office.

2. Return of Title IV Funds

The rules govern the return of Title IV funds disbursed for a student who completely withdraws from a period of enrollment or pay period.

A. Unearned Aid

Unearned Title IV funds must be returned. Unearned aid is the amount of disbursed Title IV Aid that exceeds the amount of Title IV Aid earned.

B. Earned Aid

During the first 60% of the period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remained enrolled is the percentage of disburseable aid for that period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the period.

The responsibility to repay unearned aid is shared by the institution and the student. The institution has to return its share as soon as possible, but no later than 45 days.

C. Post Withdrawal Disbursement

A student who earned more aid than was disbursed prior to withdrawal is owed a post withdrawal disbursement. The institution may credit the post withdrawal disbursements toward unpaid charges. Any portion of a post withdrawal disbursement not credited to the student's account must be offered as a cash disbursement to the student.

To determine the period of enrollment for a program that is measured in clock hours, divide the total number of clock hours that make up the period of enrollment for which the student has been charged into the number of

hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student.

1. Institutional Refund

When a student who is dropped or withdraws is due to receive an institutional refund and has received Title IV financial assistance, then the institution is obligated to calculate how much of the institutional refund should be refunded to the federal Title IV programs and how much of the institutional refund should go to the student. The following is used:

Refund Distribution For All Refunds

1. Federal Pell Grants
2. Other State, Private and Institutional Aid
3. Student

F. Other Services Available - Most of these services are provided by agencies off campus. Sylvia Loveday in the Counselor's Office at RRTC can help you access these services.

1. WIA – Workforce Investment Act

The WIA program is a federal program of assistance, which provides tuition payments to eligible students to attend school. Workforce Oklahoma, 1927 West Elk Avenue, Duncan, OK, 580-252-8950.

2. Department of Rehabilitation Services

The Department of Rehabilitation offers a program of assistance for individuals who are physically or mentally handicapped. Services include testing, psychological evaluation, medical examination and counseling services. In some cases, Vocational Rehabilitation pays tuition, fees, books and supply costs. These services are available from Rehabilitative Services (580) 255-1115.

3. Bureau of Indian Affairs

Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Tribes handle assistance through tribal and area offices. Grants may provide tuition, supplies and living expenses. Contact Comanche Tribe (580) 492-3772, Chickasaw Tribe (580) 252-4119.

4. Veteran's Benefits

Any veteran who meets eligibility requirements may attend the VA approved daytime classes. Both half-time and full-time benefits are available. Complete online application, print, sign and mail to VA office in Muskogee.. The website is: <http://www.va.gov> for more information.

5. Veteran/Vocational Rehabilitation Benefits

Some veterans who have been determined by the Veteran's Administration to possess at least 20% service-related disability may be eligible for special benefits under the VA/VCR program.

Benefits such as tuition assistance and purchase of required supplies may be available to the qualified veteran. The veteran must contact a VA Counselor for an appointment at (580) 581-5408.

6. Student Loans

Red River Technology Center does not participate in the Federal Student Loan Program but we can complete deferment forms for students who have outstanding loans from other schools. If the loan is in default they will not be eligible for a deferment. The student will need to contact their lender for a form and the Financial Aid Officer will complete it and mail it to the lender.

7. 13/14 Year Tuition Waiver

All high school graduates or GED candidates who have completed in the last two years, are eligible. See Red River Technology Center Counselor for more information.

G. Other Assistance Available at Red River Technology Center:

1. Assessment Center

The center utilizes the WorkKey Career Readiness Credentials, SAGE (System for Assessment and Group Evaluation), TABE (Test of Adult Basic Education) and CPAt (tests ability to benefit) assessment instruments to provide employment information related to basic skills, motor coordination, career interest inventory, learning styles, work temperaments, work preferences and much more. The test results give vital information to assist the student with career decision-making. Irlen Syndrome Screening can help students identify what colors may be visually sensitive when using reading materials. Contact Sheryl McGhghy (580) 255-2903, Ext. 276.

2. Academic Services (AS)

The Academic Services (AS) focuses on individualized instruction in academic skills essential for career success. The center is available to all RRTC students during the regular school day. The primary instructional activities include:

- Basic Academics
- ACT and COMPASS Preparation
- Advanced Communication Skills
- Advanced Math Concepts
- Career Exploration
- Distance Learning – NOVANET, Key Train, OKCIS
- GED Preparation
- English as a Second Language
- Employability Skills
- Life Skills

Student Service Strategy Plans are developed at the beginning of the school year to assist the student and instructor with academic and career planning.

The Novanet computer system has individual student computer workstations. The program provides lessons for grade K-12 in reading, English, math, writing, spelling, grammar, history, and

science. The Academic Services center is a part of every student's curriculum designed to help students achieve the employability standards set for each occupational area. Contact Fonda Smith (580) 255-2903, Ext. 266.

3. Career Information

This office coordinates a Career Development Cooperative for member sending schools in the district. The specialist communicates with administrators, teachers, students and parents about the career needs and employment trends to help infuse career information into the classroom, plans and organizes training workshops, provides updated resources to each school's career center, and maintains the career resource center at RRTC. Contact Jamie Conway (580) 255-2903, Ext. 234.

4. Job Placement

Through the course curriculum, OKCIS, Nova Net Career Readiness Credentials and presentations by outside groups, students are given skills and information that they need to successfully find employment.

Our Student Services and program instructors provide a variety of activities that will enhance job search and placement. Job notices and leads are either gathered via phone, e-mail, internet or US mail. They may be routed through the Tech Prep Coordinator, Counselor, Principal and instructors. Notices are posted on bulletin boards located in the main hall, classrooms, and financial aid office.

Instructors are a vital part of the job placement process. Partnerships have developed with industry on a local, state and national level to be able to direct students to interviews and job openings. The internet is utilized in all parts of the job search.

5. Adult and Career Development Training

Red River Technology Center offers a variety of short-term courses to assist with career preparation, job advancement and personal development. Individuals enroll in a broad spectrum of courses within areas of computers, business, medical, trade and industry, safety, and special interests. Certification programs that meet state and federal requirements, from pre-licensing to continuing education, are also offered.

A variety of customized training programs are offered for business and industry to enhance productivity, morale, and customer satisfaction. Training is offered both on campus and at company sites. Customized, multi-client sessions are available to small- and medium-sized businesses with similar needs.

Classes developed at Red River Technology Center are driven by the needs in the community for particular skills. Advisory boards are set up to recognize areas of need or special interest. Classes are then developed and implemented based upon those areas identified.

Red River Technology Center strives to educate clients with the latest technology available, whether that consists of medical equipment or a software package.

Short-term Adult Classes are an ideal way to

- Upgrade to the latest technology

- Retrain and learn a new skill
- Pursue a special interest

Contact Lisa Williams, Director of Adult and Career Development (580) 255-2903, Ext. 225.

6. Adult Education and Literacy, English Literacy, Family Literacy and Work Based Training  
 The Adult Education and Literacy Program (AE&L) sponsored by Red River Technology Center consists of classes offered to adults, 18 and over (16-17 by special release), to meet four basic needs of the adult learner:

- Adults who need to learn or improve basic education skills—primarily reading, writing, and arithmetic
- Adults who need advanced basic skills—primarily reading, English, math, science, and social studies (GED test preparation)
- Adults who need to learn English as a second-language—primarily spoken English (Reading and writing are taught to the more advanced student)
- Family Literacy and Work Based Training

The instructor evaluates each student’s basic skill level. The instructor works with the individual student or with groups of students according to learning levels. The work is primarily individualized and self-paced, with instruction in the areas of English, science, social studies, mathematics, and reading.

Daytime and evening AE&L classes are scheduled in the winter, spring, summer, and fall at Red River Technology Center. Classes are also scheduled in surrounding communities. Check with the Adult Education & Literacy Director at Red River Technology Center about classes in your community.

Adult education classes and materials are provided free of charge to students. Students are asked to provide their own paper and writing materials.

Come by or call Red River Technology Center at (580) 255-2903 or toll-free 1-888-607-2446 and ask for adult education information to enroll in classes.

To enroll in GED classes or to schedule GED testing, contact Janice Green, AE&L/GED Staff Person (580) 255-2903, Ext. 222.

7. Facilities and Services Available to Students with Disabilities

When a disabled student at Red River Technology Center discloses a need for accommodations, services are available to them through the office of the Coordinator for Students with Disabilities by contacting Sylvia Loveday at (580) 255-2903, Ext. 230, or [sloveday@rrtc.edu](mailto:sloveday@rrtc.edu) or [www.rrtc.edu](http://www.rrtc.edu). Accommodations are planned and prepared by the coordinator, instructor and student. Services for the students include personal and vocational counseling, record-keeping on student’s progress and helping the students make financial arrangements for attending school.

**Cost of Attendance  
 2011 – 2012 Academic Year**

Day Programs:

Independent Student Allowance

Dependent Student Allowance

**IN DISTRICT**

Tuition	\$ 2,100.00
Books & Supplies	<u>0.00</u>
	\$ 2,100.00

Tuition	\$2,100.00
Books & Supplies	<u>0.00</u>
	\$2,100.00

\*\*BITE and HVAC/R, currently have additional fees. See the billing clerk for more information.

Expense Budget	\$14,667.00	\$6,920.00
Dependent Care Actual Amount		0.00
Disability Expenses Actual Amount		Actual Amount
<b>*OUT OF DISTRICT</b>	<b>DOUBLE IN-DISTRICT TUITION COST</b>	

LPN:

Independent Student Allowance

Dependent Student Allowance

**IN DISTRICT**

Tuition & Fees	\$ 2,944.00	\$ 2,944.00
Books & Supplies	<u>1,875.00</u>	<u>1,875.00</u>
	\$ 4,819.00	\$ 4,819.00

Expense Budget	\$19,554.00	\$ 9,226.00
Dependent Care Actual Amount		0.00
Disability Expenses Actual Amount		Actual Amount
<b>*OUT OF DISTRICT</b>	<b>DOUBLE IN-DISTRICT TUITION COST</b>	

Tuition and Fees Amount for full-time student for full year.  
Expense Budget Figures based on the Consumer Price Index as of January 2011  
(January 2010 to January 2011 percent change = 1.6%)

(\*The values for the student allowances are the 2010-11 amounts multiplied by 1.6% (inflation rate) from the BLS)

Source: U.S. Department of Labor-Bureau of Labor Statistics

Dependent Care Actual Amount  
Disability Care Actual Amount

**Section III. CAMPUS SECURITY**

- A. A copy of the law for the Student Right to Know and Campus Security Act will be posted on the bulletin board. Policies and procedures for these programs may be found in the policy and procedures handbook.
- B. All students enrolled in full-time or half-time day programs will be required to wear a student identification badge. Students will be able to check their badges in and out from their instructor. Students must wear their badges from the time they enter the classroom until the time they exit for the day. If a student loses their badge, then they may be assigned a temporary badge for a time period of up to two days: during the two day time period the student must find their badge or visit the office to obtain a new badge. RRTC will provide each student with one name badge at no charge: however, the cost of replacement badges will be the responsibility of the student (The cost of a replacement badge will be approximately one dollar.). Students who have not obtained a replacement badge after two days will not be allowed in class until they have resolved the matter with the principal. A student violating this policy may be reprimanded, spend break time in the office, or be suspended.

Visitors may obtain a visitor's badge from the office, or, if there for live work, from the instructor of the program that they are utilizing. Visitors may return their badges in either of the aforementioned locations at the conclusion of their business.

- C. Statement of Policy on Crime and Emergency Reporting and the Response of Institution to Reports.
- a. Red River Technology Center believes that the public should know how to report a possible crime, which occurs at the site of Red River Technology Center. To report a crime, a victim or witness needs to contact the principal. The principal will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.
  - b. Timely warnings will be made that inform students and staff when the administrator validates a report of a threat to students and employees.
  - c. Statement Concerning Security of Facilities
    1. Red River Technology Center understands its mission in providing education to the students, including access to the facilities. It is equally important that we be aware of our responsibility to our students, their families, and our employees in providing a secure and safe environment to study and work. Secondly, we must provide protection for the facilities and equipment.
    2. There are scheduled times for all building lock-ups. These duties are performed by Red River Technology Center staff. Law enforcement personnel conduct building security checks as well as periodic welfare checks. A security guard is on duty when full-time classes are in session from 8:00 a.m. to 4:00 p.m., and 6:00 p.m. to 10:00 p.m. when night classes are in session.
    3. Students may be authorized to be in a building after lock-up  
**IF UNDER THE DIRECT SUPERVISION (PHYSICALLY PRESENT) OF A FACULTY OR STAFF EMPLOYEE.**
    4. Staff and faculty are encouraged to check in with the Duncan Police Department if they are going to be in the building after normal working hours. A private security agency makes random checks of the building and grounds after normal hours. Law enforcement agencies also make periodic welfare checks.
    5. No building keys will be issued to students nor will a faculty or staff employee loan a building key to a student or a non-employee. The only exception to this policy will be a student who is employed by the district.
- D. Statement on Policy on Campus Law Enforcement
1. Working Relationship with Local Authorities.  
An excellent working relationship exists between law enforcement officials and RRTC. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported as requested to the Oklahoma State Bureau of Investigation (OSBI) and to the Federal Bureau of Investigation (FBI) Headquarters for publication in the annual Uniform Crime Report.
  2. Red River Technology Center encourages all persons to report any criminal activity to the principal who will take appropriate action.

3. Should a forcible or non-forcible sex offense or rape occur, a report should be made immediately in the administrative office. Law officials will be contacted and upon completion of a full investigation, students will receive on-campus counseling with referral on an as needed basis to other community services.

E. Statement to Encourage Crime Prevention

1. There are scheduled times for all building lock-ups. These duties are performed by Red River Technology Center staff. Law enforcement personnel conduct security checks as well as periodic welfare checks. Red River Technology Center sponsors crime prevention seminars for students, staff and faculty.
2. Literature designed for Red River Technology Center will be available which covers the following areas:
  - a. Alcohol Awareness
  - b. Crime Prevention and Safety Awareness
  - c. Drug Abuse
  - d. Forcible/non forcible sex offenses
  - e. Rape/Date Rape Awareness
3. RRTC conducts student orientations at the beginning of each semester: students are informed of emergency procedures at this time. RRTC also conducts semi-annual lockdown and shelter drills and quarterly fire drills. Updated emergency response and evacuation procedures will be addressed.
4. RRTC does not recognize any off-campus student organizations.
5. RRTC prohibits the unlawful possession, use or distribution of illicit drugs or alcohol (including alcoholic energy drinks) by students on school premises or as part of any of its activities.

F. Statement of procedures to follow once a sex offense occurs

1. Students will have had the opportunity to attend a seminar once yearly on the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
2. Should a sex offense occur on campus, the student is to report to the administrative office where a staff member of the school will assist the student in calling the local police. The staff member will help the student preserve any evidence as may be necessary.
3. The school counselor will make available information pertaining to off campus counseling, mental health facilities or any other available student services for victims of a sex offense.
4. Since Red River Technology Center does not have residence halls, the student will be responsible to change living situations as needed.
5. The administration will assume responsibility to determine what measures are necessary to maintain a safe environment for all interested parties. This school will protect the rights of both the person that has been raped and the accused. They may each have the right to have others present during an institutional disciplinary proceeding, and both the accuser and the accused will be informed in writing of the outcomes of any institutional disciplinary proceeding.
6. The school reserves the right to expel any student who is found guilty of a sex offense on campus.

7. Information regarding registered sex offenders in the State of Oklahoma may be obtained at <http://www.doc.state.ok.us/index.htm> : please notify the principal immediately if you become aware that a registered sex offender is on campus.

G. Policy on Crime

Red River Technology Center works in conjunction with local law agencies to provide a safe and secure environment for students, employees, and community members. It is the policy of this institution to gather information regarding a crime and secure the appropriate assistance of law enforcement agencies and/or site authorities.

H. Disclosure of Crime Statistics

Annual disclosure of crime statistics will be provided in the student consumer information handbook or in an addendum to the handbook. The disclosure will contain statistics for the past three school years.

**The following table reflects the actual reported crimes for a five-year period beginning July 1, 2005:**

	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	1
Burglary	0	0	0	0	0
Motor Vehicle	0	0	0	0	0
Sex Offenses Forcible/ NonForcible	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	2
Weapon Possessions	0	0	0	1	0

**HARASSMENT, INTIMIDATION, BULLYING AND HAZING**

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities without intervention. The district specifically prohibits

threatening behavior, harassment, intimidation, bullying or hazing by student at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, bullying or hazing at school.

1. **Harassment, intimidation, bullying and hazing:** According to Oklahoma Statutes (70 OS 24-100.2), “Harassment, intimidation and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know 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. “Harassment, intimidation and bullying” include, but are not limited to, a gesture or written, verbal or physical act or electronic communications.”
2. **Sexual harassment:** May include but is not limited to:
  - a. Verbal or physical sexual advances, touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes
  - b. Demeaning comments about a girl’s ability to excel in a traditionally “boy’s” subject, or vice versa. Privately talking to a student about sexual matters or hugging or touching a student inappropriately. Writing graffiti or sending sexual innuendo’s over any electronic media or phone may also constitute sexual harassment.
  - c. Any verbal or physical conduct that a person has reported to a supervisor, teacher, or administrator that makes them feel uncomfortable or is not welcomed.
  - d. Any submission to unwelcome sexual advances is made either an explicit or implicit condition of employment or any other employment decision, grades, course completion, etc
  - e. Any interference with the performance of a student or employee, or a hostile or offensive work or learning environment occurs because of unwelcome sexual advances.
3. **Racial harassment:** Consists of physical or verbal conduct relating to an individual’s race when the conduct:
  - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance
  - c. Otherwise adversely affects an individual’s employment or academic opportunities.
4. **At school:** Means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.
5. **Electronic communication:** Means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.
6. **Threatening behavior:** Means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
7. **Hazing:** It is the policy of Red River Technology Center that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.
8. **Reporting and Sanctions.** Employees or students who feel that they are victims of harassment, intimidation, hazing and bullying are encouraged to immediately come forward with such claims.
  - a. Employees or students who feel that they are being subjected to harassment, intimidation and bullying should report these conditions to their immediate supervisor or teacher. If that person is the alleged offender or if the employee or student is not comfortable making such a report to that person, he/she may report the

offense to the affirmative action coordinator who will follow the grievance procedure for affirmative action claims outlined on pages 22 and 23 of this handbook.

b. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of these charges.

c. In determining an alleged conduct constitutes an offense under this regulation, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The affirmative action coordinator has the responsibility of investigating and resolving complaints.

d. Any employee/student found to have engaged in offenses under this regulation shall be subject to sanctions including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

9. The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying, hazing or intimidation at school.

## **DISCLOSURE STATEMENT**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Red River Technology Center maintains an educational record for each student who is or has been enrolled at the Technology Center. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereinafter referred to as the "Act") the following student rights are covered by the Act and afforded to all eligible students at Red River Technology Center.

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with exceptions of personally identifiable information from the student's educational record.
4. The right to secure a copy of Red River Technology Center's policy and administrative regulations.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by Red River Technology Center to comply with the provisions of the Act.

Red River Technology Center does not maintain directory information at the present time. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Principal.

#### **I. Accreditation and Availability of Documents**

Red River Technology Center is accredited by the following accreditation agencies:

Oklahoma State Department of Education, Accreditation Section  
Oklahoma Department of Career and Technology Education  
State of Oklahoma, State Accrediting Agency  
Oklahoma Board of Nursing  
National League for Nursing Accrediting Commission

Red River Technology Center is approved for Federal Pell Grants, Veterans Benefits, Vocational Rehabilitation, and WIA, ASCOG, Bureau of Indian Affairs, Oklahoma GI, Otha Grimes Scholarship, TAA. Current or prospective students wishing to review documents described in the institution's accreditation, approval or licensing should submit a written request to do so to the Administration office. Within ten business days of submission of the request, documents will be made available to the student for inspection.

J. Grievance Procedure Under Title IX, Title VI and Section 504

Red River Area Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Vocational Rehabilitation Act of 1973, title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) of 1990 and other federal laws and regulations, and does not discriminate on the basis of race, color, creed, national origin, gender, age, religion, disability, marital status, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. Red River Technology Center is a drug free workplace.

If any individual feels that discrimination because of sex, handicap, race, color, religion, national origin or age exists, that individual should follow this procedure:

1. Contact the instructor immediately and seek to solve the problem. If this fails;
2. Grievant shall file a written complaint with the Coordinator of Title IX and/or Title VI within ten (10) business days.
3. Coordinator will institute investigation.
4. The Coordinator will conclude the investigation within ten (10) business days of the filing of the complaint and will report the results in writing to the Grievant. If the Grievant is satisfied, the complaint shall be dismissed, if not;
5. The Grievant may request a hearing. Said hearings are to occur within twenty (20) business days of the request.
6. The Grievant shall appoint one member of the hearing committee, the coordinator or a designated representative will serve on said committee and those two will appoint a person who will serve as Chairman, all to be employees of Red River Technology Center, District V-19.
7. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the Institution within ten (10) business days and said Superintendent will then implement the report or provide the Grievant reasons in writing why all or any portion of the report will not be implemented.
8. If the Grievant continues to be dissatisfied, the decision may be appealed to the Board of Education of the Institution at which time, within thirty (30) business days, the report will be reviewed and the Board shall issue its order either affirming, overruling or modifying said report. If the Grievant continues to be dissatisfied, the Grievant is to provide notice to the Superintendent of said institution and the complete record is to be forwarded to the U.S. Department of Education if it concerns Title IX or the Equal Opportunity Commission if it concerns Title VI, at which time, all parties may file a brief with said Department, stating their respective positions.

K. Nondiscrimination Statement

The Red River Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Drug Free Workplace.

L. Responsibility for Implementation

The Superintendent, as the Chief Executive Officer of the Board of Education, has assigned the responsibility of implementing the Affirmative Action Compliance Policy for Title VI, Title IX, Section 504 and the ADA to the following persons as Equal Opportunity and Compliance Coordinators:

Dennis Loafman  
Principal  
Red River Technology Center  
(580) 255-2903, Ext. 226

Lisa Williams  
Director of Adult and Career Development  
Red River Technology Center  
(580) 255-2903, Ext. 225

**DRUG FREE SCHOOL AND WORKPLACE POLICY**

Red River Technology Center exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through vocational training and other self-improvement aspects of the curriculum. Therefore, philosophically, all activities which affect the student and the community served in a negative manner would have to be discouraged. However, in the case of the unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled dangerous substances, the Board of Education of Red River Technology Center, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on District property, including grounds, buildings, parking lots and vehicles; or while participating in District activities or business while off campus. Violation of this policy is grounds for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. The district is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

The Board directs the Superintendent to implement administrative regulations to assure that the District complies fully with the Drug-Free Schools and Campuses Act of 1989 (PL 101-226) and the Drug-Free Workplace Act of 1988 (PL 100-690) and any other State and Federal law.

Drug Free School and Workplace

Red River Technology Center, in recognition of the devastating effects that the unlawful use of drugs, alcohol and other controlled substances has on individuals, families and society in general; and in compliance with Public Law 101-226 and Public Law 100-690, establishes the following provisions and information to implement a Drug Free School and Workplace.

Plan of Operation

Red River Technology Center, in total commitment to the Position stated below; and in conjunction with Public Laws 101-226 and 100-690, will publish and distribute annually to all students and employees the provisions of its drug awareness and prevention program. This publication will include:

The Position Statement

Provisions and information associated with unlawful alcohol, drug, and controlled substance abuse describing:

1. The legal sanctions
2. The disciplinary sanctions by RRTC
3. The health risks
4. Available counseling and treatment programs
5. Employee responsibilities for reporting criminal drug statute convictions

Red River Technology Center will conduct a biannual review of the program to determine effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently and fairly enforced and will submit all required reports, certifications and copies of its Anti Drug Program to the specified and appropriate entities.

### Position

Red River Technology Center exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through vocational training and other self-improvement aspects of the curriculum. Therefore, philosophically, all activities which affect the student and the community served in a negative manner would have to be discouraged. However, in the case of the unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances, RRTC, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on District property, including grounds, buildings, parking lots and vehicles; or while participating in District activities or business while off campus.

### Provisions

Red River Technology Center's Drug Free School and Workplace Program will operate under the following provisions:

1. RRTC retains control over all District property, including buildings, grounds, parking lots and vehicles. Lockers/desks or any other property assigned to students/employees will be on a joint control basis, with the right to inspect at any time retained by RRTC.
2. When there are reasonable grounds to believe that a search will reveal evidence that a student has violated or is violating either the law or the rules of the school, RRTC officials may institute a search. Searches may involve clothing, personal possessions and vehicles which are brought onto school property. In no case will a search be excessively intrusive.
3. Students/Employees that are under the influence of drugs, alcohol or other controlled substances (excluding medication prescribed by a doctor for their treatment), while on District property or involved with District activities, will be in violation of RRTC Drug Free School and Workplace policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
4. The unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances is prohibited by State and Federal criminal law that contains strong penalties. RRTC will report all known violations to the appropriate law enforcement authorities, including the Stephens County Sheriff's Department. (See note on federal crime in information section.)
5. Violation of RRTC Drug Free School and Workplace policy by secondary students will result in notification of parents/guardians in addition to the appropriate law enforcement authorities.

6. Disciplinary actions by RRTC will be administered fairly, in compliance with Federal and State statutes, and in compliance with RRTC's commitment to non-discrimination, as established in The Affirmative Action policy. Disciplinary actions may include any or all of the following:
  - a. Suspension (in the case of employees, without pay)
  - b. Probations, pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense
  - c. Expulsion for students
  - d. Termination for employees
  - e. Referral for prosecution
  
7. Employees of RRTC are required as a condition of employment and by Public Law 100-690 to report to their supervisor, any criminal convictions for drug related activity in the workplace, within five (5) days of the conviction. RRTC will then notify any applicable federal contracting or granting agency within ten (10) days of the employee's notification. Appropriate disciplinary action will be taken against the employee convicted of drug related activity in the workplace.

### **Information**

#### Drugs and Federal Crime

#### Drug Education

Red River Technology Center has a Drug Free School and Workplace Policy. Educational programs are provided through student organizations such as Skills USA, HOSA, and PBA. A copy of the policy and list of referral agencies are included in a later section of this document.

In addition to local, State and general Federal statutes that make it a crime to possess or distribute a controlled substance, there are special Federal laws designed to protect children and schools from drugs. An important part of the Comprehensive Crime Control Act of 1984 makes it a Federal Crime to sell drugs in or near a public or private elementary or secondary school. Under this new "schoolhouse" law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious mandatory penalties are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a Federal crime. When anyone over age 21 sells drugs to anyone under 18, the seller runs the risk that he will receive up to double the sentence that would apply to a sale to an adult. Here too, more serious penalties can be imposed on repeat offenders.

#### Counseling and Treatment Programs

Students and/or employees who violate RRTC policy for a Drug Free School and Workplace, as one option for disciplinary action, may be placed on probation, pending satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense. Information concerning available counseling and treatment programs both, private and public will be provided through the Student Services Office. In addition, a listing of programs available in each county will be provided and available in each program classroom/office and in student/employee lounges. Full time employees needing services of this type are encouraged to use the health insurance benefits.

Individuals who desire information or referral from another source should contact the Department of Mental Health at the following phone numbers:

Oklahoma City Reach-Out (405) 271-2444  
Teen-line (12 noon - 12 midnight) 1-800-525-Teen  
Hotline 1-800-522-9054

This agency provides referral, education and advocacy services at no cost, on a statewide basis.

## **Summary**

### General Effects of Drug Abuse

Drugs can interfere with memory, sensation and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others.

Drugs interfere with the brain's ability to take in, sort and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received.

Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug.

### Drug Dependence - Physical and Emotional

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs--frequently with devastating results. Many teenage drug users calling a national cocaine hotline report that they take other drugs just to counteract the unpleasant effects of cocaine.

Certain drugs, such as opiates and barbiturates, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal.

Psychological dependence occurs when drug taking becomes the center of the user's life. Among young people, psychological dependence erodes school performance and can destroy ties to family, friendships, outside interests, values and goals. The individual goes from taking drugs to feel good to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. More than half of all adolescent suicides are drug-related.

Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, which is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP) and lysergic acid (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain. Such accumulations of drugs and their slow release over time may cause delayed effects (flashbacks) weeks and even months after drug use has stopped.

### Drug Potency

Drug suppliers have responded to the increasing demand for drugs by developing new strains, producing reprocessed, purified drugs, and using underground laboratories to create more powerful forms of illegal drugs. Consequently, users are exposed to heightened or unknown levels of risk.

The marijuana produced today is from five to 20 times stronger than that available as recently as 10 years ago. Regular use by adolescents has been associated with a "motivational syndrome", characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains 2 percent THC, its major psychoactive ingredient. Since the early 1980s, most marijuana has contained from 4 to 6 percent THC--two to three times the amount capable of causing serious damage. Crack, now becoming widely available, is a purified and highly addictive form of cocaine.

Phencyclidine (PCP), first developed as an animal tranquilizer, has unpredictable and often violent effects. Often individuals do not even know that they are using this drug when PCP-laced parsley in cigarette form is passed off as marijuana, or when PCP in crystal form is sold as lysergic acid (LSD).

Some of the new "designer" drugs, slight chemical variations of existing illegal drugs, have been known to cause permanent brain damage with a single dose.

***PLAY IT SAFE.....JUST SAY....NO!***

**Section IV. AGENCIES**

**REFERRAL AGENCIES  
FOR  
SERVICES, SUPPORT, AND DEPENDENCY REHABILITATION**

**Drug and Alcohol/ Mental Health/Counseling Services**

Alcoholics Anonymous 806 Chestnut Duncan, OK 73533	(580) 255-3480
Day Springs Behavioral Services US Highway 81 Duncan, OK 73533	(580) 255-4323
Crisis Hotline for Domestic Abuse	(580) 252-7233
Taliaferro Mental Health 602 SW 38 <sup>th</sup> Street Lawton, OK 73505	(580) 248-5780 1-800-818-5780, Ext. 118
Compassion Health Care Clinic 10th and Cedar Duncan, OK 73533	(580) 255-7038
Christians Concerned PO Box 811 Duncan, OK 73534	(580) 252-9120
Christian Counseling Center 101 North 14 <sup>th</sup> Street Suit B Duncan, OK 73533	(580) 255-2458
Stephens County Guidance Center 1400 West Bois D'Arc Duncan, OK 73533	(580) 252-1141
Stephens County Health Department 1400 West Bois D'Arc Duncan, OK 73533	(580) 252-0270
Stephens County Youth Services 1203 West Main Duncan, OK 73533	(580) 255-8800
Cotton County Health Center 608 1/2 West Missouri Walters, OK 73572	(580) 875-6121

Department of Mental Health and Substance Abuse Services  
1200 NE 13th  
PO Box 53277  
Oklahoma City, OK 73152-3277 (405) 271-7474

Oklahoma Alliance for the Mentally Ill  
1140 North Hudson 1-800-583-1264  
Oklahoma City, OK 73103 (405) 239-6264 or

Integrated Family Services  
1805 Plato  
Duncan, OK 73533 (580) 255-7550

New Life Counseling Services Contact Person: Cecil L. Bolding,  
2300 Country Club Road Counselor-Director  
Duncan, OK 73533 (580) 255-3353

### **Support Services**

Department of Rehabilitation Services  
1105 West Main, Suite A-3  
Duncan, OK 73533 (580) 255-1115  
Contact Person: Wendy Bohannon (Stephens, Jefferson & Cotton  
Counties)

Department of Human Services - Stephens County  
1805 West Plato  
Duncan, OK 73533 (580) 251-8300  
Contact Person: Victoria Lynch, County Administrator

Department of Human Services - Cotton County  
Cotton County Courthouse  
Walters, OK 73572 (580) 875-4000  
Contact Person: Jeff Zachary, County Administrator

Department of Human Services - Jefferson County  
218 South Main  
Waurika, OK 73573 (580) 228-3581  
Contact Person: Manya Reid, County Administrator

Legal Aid of Western Oklahoma  
621 SW D Ave  
Lawton, OK 73501 (580) 248-4675

Delta Community Action Programs  
921 West Maple  
Duncan, OK 73533 (580) 255-3222

Rural Enterprise Community Action Program  
102 West Texas  
Temple, OK 73568 (580) 342-6967

Chickasaw Nation Housing Authority  
27th and Cemetery Road  
Duncan, OK 73533 (580) 252-5669

**Education Assistance**

Comanche Tribe Adult Education  
Box 908  
Lawton, OK 73502 (580) 492-3775  
Contact Person: Jana Carty

Chickasaw Nation Training Program  
1215 West Willow (580) 252-3926  
Duncan, OK 73533 (580) 252-4119  
Contact Person: Sherrie Gregory, Ext 62252

Choctaw Nation  
Register Online  
choctawnation.com (580) 924-8280

Creek Nation-Okmulgee  
[highed@oce.vnet.org](mailto:highed@oce.vnet.org)  
Contact Person: Genell Wesburg (918) 756-8700, Ext. 7778

Adult Education and Literacy  
Red River Technology Center  
3300 West Bois D'Arc  
Duncan, OK 73533 (580) 255-2903, Ext. 222  
Contact Person: Janice Green

ASCOG  
1927 Elk  
Duncan, OK 73533 (580) 252-8159  
Contact Person: Ed Culberson or Melissa Harris

Department of Veteran's Affairs  
Regional Office  
125 South Main Street  
Muskogee, Ok 74401  
1-888-442-4551  
www.va.gov and www.va.gov/vonapp (all chapters apply for benefits on VONAPP, except Chp 35)

Department of Veteran's Affairs Vocational Rehabilitation  
PO Box 1169  
Lawton, OK 73505 580-581-5410  
FAX: 580-581-5417

Work Force Oklahoma  
1927 West Elk  
Duncan, OK 73533 (580) 255-8950

oesc.gov

OSU Institute of Technology  
1801 East 4<sup>th</sup> Street  
Okmulgee, OK 74447-3901 1-800-722-4471  
osu-okmulgee.edu

OSU-Oklahoma City, Admissions  
900 North Portland  
Oklahoma City, OK 73107 (405) 945-3224  
[www.osuokc.edu](http://www.osuokc.edu)

Cameron University @ Duncan  
3100 West Bois D'Arc  
Duncan, OK 73533 (580) 255-7566  
Contact Person: Susan Camp, Director  
cameron.edu

Murray State College  
1 Murray Campus  
Tishomingo, OK 73460 On Campus  
sporter@rrtc.edu  
Contact Person: Sam Porter, RRTC, (580) 255-2903,  
mscok.edu Ext. 274

Western Oklahoma State College  
2801 North Main  
Altus, OK 73521 (580) 477-7704  
western.cc.ok.us/

Oklahoma Literacy Resource Center  
200 NE 18th Street  
Oklahoma City, OK 73105 1-800-522-8116

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# APPENDIX

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**WAGE SUMMARY  
SECONDARY AND ADULT  
2009 - 2010**

<b>CAREER PATHWAY WAGE</b>	<b>AVERAGE WAGE</b>	<b>MINIMUM WAGE</b>	<b>MAXIMUM WAGE</b>
Automotive Collision Repair	\$12.33	\$8.00	\$20.00
Automotive Service	\$13.08	\$7.50	\$10.00
Administrative & Information Support	\$9.48	\$7.25	\$12.00
Business Financial Management & Accounting	\$8.50	\$8.00	\$8.00
Construction	\$9.00	\$8.00	\$10.00
Maintenance/ Operations	\$12.94	\$10.00.	\$25.00
Personal Care Services	\$9.39	\$8.57	\$10.00
Medium Heavy Diesel Truck Repair	\$10.37	\$8.5	\$13.
Engineering and Technology	\$13.70	\$11.00	\$15.00
Therapeutic Services	\$9.97	\$8.25	\$16.50
Science and Mathematics	NA	NA	NA
Production	\$13.54	\$10.00	\$18.00
Manufacturing Production Process Development	\$11.50	\$9.00	\$15.00
Welding and metal Fabrication	\$15.80	\$12.00	\$23.00

**RED RIVER TECHNOLOGY CENTER**

**JOB PLACEMENT RATES  
FOR THE  
2009 – 2010 SCHOOL YEAR**

<b>Career Pathway</b>	<b>PERCENT</b>
Automotive Collision Repair	76%
Automotive Service	64%
Administrative & Information Support	59%
Business Financial Management & Accounting	66%
Construction	67%
Maintenance/ Operations	74%
Personal Care Services	76%
Medium Heavy Diesel Truck Repair	73%
Engineering and Technology	70%
Diagnostic Services	100%
Therapeutic Services	71%
Science and Mathematics	NA
Production	86%
Manufacturing Production Process Development	81%
Welding and Metal Fabrication	100%

**RED RIVER TECHNOLOGY CENTER**

**COMPLETION RATES  
FOR THE  
2009 - 2010 SCHOOL YEAR**

<b>Career Pathway</b>	<b>PERCENT</b>
Automotive Collision Repair	89%
Automotive Service	54%
Administrative & Information Support	73%
Business Financial Management & Accounting	67%
Construction	50%
Maintence/ Operations	79%
Personal Care Services	64%
Medium Heavy Diesel Truck Repair	41%
Engineering and Technology	100%
Diagnostic Services	100%
Therapeutic Services	46%
Science and Mathematics	88%
Production	68%
Manufacturing Production Process Development	73%
Welding & Metal Fabrication	100%