

STUDENT CONSUMER INFORMATION

2016 - 2017



RED RIVER TECHNOLOGY CENTER

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Accredited by the
Oklahoma State Department of Education
and
Oklahoma Board of Career and Technology Education
July 1, 2016 to June 30, 2017

The Red River Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, veteran's status or qualified disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of its operation. For special accommodations, contact the counselor at 580-255-2903, ext.230. Visit www.rrtc.edu for graduation rates, median student debt and more information.

Tobacco & Drug Free Workplace

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FACULTY

Almeida, Noe -----	Automotive Service Technology
Bohn, Krissy -----	Practical Nursing
Bryan, Suzanne Dr. -----	GED
Brown, Kent -----	Safety and Environmental Services
Burton, Sherrie -----	Health Careers Certification
Case, Josh -----	Automotive Collision Technology
Churchman, Amanda -----	Practical Nursing Director
Conway, Jamie -----	Career Information Specialist
Cox, D'Ann -----	Assessment Center Coordinator
Dobey, Steven -----	Computer and Telecommunications Specialist
Ensley, Theresa -----	Pre-Engineering
Estes, Stacy -----	Automotive Service Technology
Gay, Janice -----	AE&L / GED Coordinator
Harwell, Dana -----	Bid Assistance
Jacobi, Jackie -----	Business Development Services
Johnson, Jacob -----	Industrial Coordinator
Leyrer, Bill -----	Electronics
Livingston, Rita -----	Public Information Officer
Loafman, Kaitlyn -----	Academic Services/Mathematics
Lovett, Lori -----	Biomedical Sciences
McCarley, Monica -----	Business and Information Technology Education
Ottwell, Todd -----	Welding
Pollock, Kelly -----	Health Careers Certification
Rawlings, Gerry -----	Cosmetology
Rawlings, Donna -----	Health Careers Certification
Shaw, David -----	Pre-Engineering
-	
Smith, Fonda -----	Academic Services
Suiter, Edith -----	Biomedical Sciences
-	
Suson, Curtis -----	Computer-Aided Drafting
-	
Tanaka, Cody -----	Computer and Telecommunications Technician
Tyler, Steve -----	Carpentry
Wade, Misty -----	Student Services Counselor
Weast, Letitia -----	Business and Information Technology Education
Williams, Gary -----	Heating, Ventilation, AC & Refrigeration
Wood, Vernon -----	Precision Machine Technology
To Be Determined	Practical Nursing

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 9:00 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.

Financial Aid

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. Ms. Branch's fax number is (580) 252-1327 and the Federal Financial Aid website is: <http://www.fafsa.gov> or <http://www.ed.gov/studentaid>

Financial Assistance Available

Programs

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

- Pell Grant (formerly Basic Educational Opportunity Grant) 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.
- Next Step Scholarship

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:

- Is a regular student enrolled in an eligible program for the purpose of obtaining a certificate.
- Is enrolled or accepted for enrollment as a post-secondary student who possesses a high school diploma, GED Certificate or has documented proof of a completion in a home school setting.
- Is a U.S. citizen or national, or
- Is a permanent resident of the U.S., or
- 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
- Is a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands
- 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)
- Has Financial Need
- Is maintaining satisfactory progress in the course of study he/she is pursuing according to the standards of this institution
- Does not owe a refund on a Title IV HEA Grant (Pell Grant, Supplemental Grant or 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.
- Is registered for selective service or exempt from registration as evidenced by signed statement of registration compliance.
- 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.
- Sign a statement of updated information certifying that certain items on Pell Grant application are correct.

Checking the validity of high school completion:

- If RRTC has reason to believe that the student's high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary education, RRTC will evaluate the validity of the student's high school completion. Acceptable documentation may include, copies of the student's high school diploma, final high school transcript reflecting graduation date and courses taken, or copy of GED certificate. Another resource to check validity may be the state department of education in which the student's high school completion institution is located. For students who completed their secondary education outside the United States, comparable documents will be required. Students who complete their secondary education in a home school setting will be required to furnish a final transcript reflecting graduation date and courses taken.

Student's self-certification is not sufficient for evaluating a student's high school completion. RRTC will try by all means to help the student validate their high school completion. There is no appeal process if the student and/or RRTC are unable to validate a student's high school completion status.

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

Rights and Responsibilities of Recipients

- 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:

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

- The family should be accepted in its present financial condition.
- 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 needs 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.

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.

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.

Verification

The Financial Aid Office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified of the documents they need to submit to the Financial Aid Office. All student financial aid information is confidential. The following may be required: **34 CFR 668, Subpart E, Sections 51 - 61**

- Proof of all income reported on the FAFSA (i.e. copy of Federal Tax Transcripts and W-2's or non-filer tax form)
- Completed and appropriately signed verification worksheets (independent and dependent)
- Proof of child support paid or received
- Proof of food stamps received
- Proof of high school completion or accepted equivalents
- Statement of identify including copy of government issued photo I.D.
- Other documentation may be required to verify discrepancies in income, benefits or personal information

RRTC completes the verification process on students who enroll in a qualifying career major. Failure to comply with verification requirements may result in forfeiture of aid. Verification materials must be submitted to the financial aid office within 30 days of student notification. No financial aid disbursements will be made until verification is complete.

If the school and student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Based on verification completion the grant is determined according to the guidelines set by the U.S. Department of Education.

Award Notification

When all required documentation is received and the student's file is complete, the amount of the grant will be calculated by the Financial Aid Officer according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant, along with the disbursement procedures.

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 the possession of a high school diploma, GED Certificate, a State certificate recognizing the student has passed a State authorized examination that equals the equivalent of a high school diploma, or documentation that the student has completed a secondary education in a homeschool setting. For additional information on student eligibility and the Ability to Benefit (U.S. Department of Education, GEN-12-09) see the financial aid officer.

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 (70%) 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 payment period, the student will be given a warning by the school counselor for the succeeding payment period. If the student is unable to raise their grade to a C average (70%), the student will be placed on probation and Title IV aid eligibility will be in jeopardy. Only one such probationary pay period is allowed each year.

Quantitative – Students progressing at a normal pace have a maximum time frame of 115% to complete the career major. Students requiring longer than 115% 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 for the additional time. Students exceeding the 115% 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 115% 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 115% time frame, the student is NOT considered to be making satisfactory progress and a financial aid warning will be given. The student will be paid on one probationary pay period in attempt to complete the career major in a time frame of 115% and their further Title IV aid eligibility will be in jeopardy. Only one such probationary pay period is allowed each year.

*Pace of progression is figured by hours the student completed divided by hours attempted.

Attendance – Students must be in attendance a minimum of 85% of the scheduled class time in accordance with the attendance policy of Red River Technology Center. (Practical Nursing Students must follow additional attendance policy as stated in the Practical Nursing Handbook). When a student has accumulated 5 days of absences in a nine

week grading period, they will be required to meet with RRTC administration. At this time, they will sign a statement that they have been informed of their attendance. Students who reach 5 absences in a nine week period will be required to meet with RRTC administration. At this time, the student will sign an attendance warning form stating they have been informed of their attendance situation.

Adult students can not appeal their absences. Students who reach or exceed 7 absences in a nine week period will be required to meet with an attendance committee. At this time, the student will have an opportunity to explain their absences and present any information or documentation they feel is relevant. The committee will then make a recommendation to the RRTC principal for either continuation or termination of enrollment. The Principal will review the committee recommendation and make the final decision regarding the student's enrollment.

Adult students may apply for a leave of absence of up to 10 school days for circumstances beyond their control. Students must apply in writing and prior to taking the leave unless administration deems that they could not reasonably do so. Only one leave of absence will be granted per school year. RRTC may approve additional absences for medical reasons involving extraordinary circumstances related to protected medical conditions as defined by federal law. Students will be required to make-up work that is missed due to these absences in a timely manner.

The attendance policies listed above do not apply to LPN students. Students in the LPN program should adhere to policies outlined in the Practical Nursing Handbook.

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 the 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 115% 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.

Leave of Absence

An adult student requiring extended absences caused by circumstances beyond their control must request, in writing, a short-term (ten day maximum) leave of absence. Students must apply, in writing, prior to the absence or as soon as practical. Only one leave of absence will be granted during the school year. If leave is approved by the counselor and administration, notification will be sent to the instructor, registrar and financial aid officer. All students returning from a leave of absence must enter through the counselor's office. Students on financial aid will have their payment period adjusted to reflect a new ending date according to the number of days of leave taken.

FCR Title IV Reg.

Description of Federal Pell Grant Program

Definition: Federal Pell Grant Program (formerly Basic Educational Opportunity Grant) is a federally funded grant program that provides up to \$5,815.00 to post-secondary students enrolled in a full-time program or \$2,907.50 if enrolled as a half-time student. **A program must be at least 600 hours in length to qualify.**

FAFSA 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 transcript or other forms of proof of income. Students wishing to apply for a Pell Grant must complete the "Free Application for Federal Student Aid" online at 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.

Eligibility Requirements

Students must meet the eligibility requirements outlined in Section II. 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. All students who are eligible will be paid.

Criteria for Determining Amount of Student's Aid

Grant amounts are based upon:

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

PAYMENT SCHEDULE DATES ARE APPROXIMATE AND SUBJECT TO ATTENDANCE.

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.

Determination of Payment Periods

The academic year for all programs, excluding Practical Nursing at Red River Technology Center is 900 clock hours and 26 weeks of instruction. The number of clock hours in each career major and instructional weeks are considered when calculating a student's Pell Grant Payment Periods. The Practical Nursing career major is awarded at 1518 hours and is designated in one award year falling between July 1, 2016 – June 30, 2017.

Students who have additional hours required to complete their career major that was started in the 2015-2016 award year may return for the 2016-2017 award year for completion. Additional Pell may be awarded based upon the student's qualifying FAFSA for 2016-2017.

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. 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 RRTC in order to complete the withdrawal process.

Institutional Refund Policy

Students who withdraw on or before the 10th day for the enrollment period for which they have been charged will have a tuition refund of 100%, less the cost of books and materials. The cut-off dates for the 2016-2017 school year are August 23rd for the first semester and January 18th for the second semester. After these dates the student will be charged in full the amount of tuition for the semester in which they are enrolled. Refunds are not made directly to a student if another source has paid the tuition. It will be returned to the agency that provided the funding. Additional information on refunds is available in the financial aid office.

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.

- **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.
- **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 disbursable 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 30 days after determination that the student withdrew.

- **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 hours a student was enrolled in by the total number of hours in the payment period. This produces the percentage of aid the student has earned during the enrollment period.
- **Title IV 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:
- **Distribution Order For All Refunds**
Federal Pell Grants
Other State, Private and Institutional Aid
Student

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

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.

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.

Bureau of Indian Affairs

Assistance is provided to individuals who are 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.

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.

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.

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. RRTC cannot recommend any lender to students.

Next Step Scholarship

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.

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 Gay, AE&L/GED Coordinator at (580) 255-2903, Ext. 222.

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 Misty Wade at (580) 255-2903, Ext. 230, or mwade@rrtc.edu or 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

2016 – 2017 Academic Year

Students enrolled in the following BITE career majors will incur book fees: Administrative Assistant, Account Payable/Receivable, Medical Office Assistant. The book fees are payable upon entrance into the class. All books and materials for the current semester will be given to the student at the time of payment. Students who are receiving federal financial aid will have these charges held out of their financial aid disbursement each pay period. Students who are self-paying their account will have books charged to their student account. Payment arrangements can be set up through the business office in monthly installments or payment in full.

Students enrolled in the HVAC/R career major will incur additional testing fees. Please see the billing clerk for more information.

*Unless otherwise noted, required books are included in the tuition price: In accordance with the Higher Education Act of 1963 (HEA), as amended by the High Education Opportunity Act of 2008 (HEOA) as it relates to textbook information to be provided on Internet Course Schedules, Red River Technology Center has determined the disclosure of textbook information is not practicable for textbook and supplemental material. This information is "To Be Determined".

Amount is based on full time student in a career major of 1050 clock hours @ \$2.20 per clock hour

	<u>Independent</u>		<u>Dependent</u>
In District Tuition	\$ 2,310.00		\$ 2,310.00
Student Allowance	+ \$15,813.00*		+ \$ 7,462.00*
Books & Fees	+ As Listed Above		+ As Listed Above
*TOTAL	\$18,123.00	*TOTAL	\$ 9,772.00

*Actual Total will vary according to career major books and fees as listed above

Licensed Practical Nursing Students charges are as follows:

	<u>Independent</u>		<u>Dependent</u>
In District Tuition	\$ 3,240.60		\$ 3,240.60
Student Allowance	+ \$21,083.00*		+ \$ 9,947.00*
Books & Fees	+ \$ 2,510.12		+ \$ 2,510.12
*TOTAL	\$26,833.72	*TOTAL	\$15,697.72

*Total reflects

students receiving an advanced standing credit for Medical Terminology 45 hours @ \$2.20 an hour

OUT OF DISTRICT TUITION IS DOUBLE IN DISTRICT COST

Expense Budget Figures Based on the Consumer Price Index as of December 2015. (December 2014 to December 2015 percent change = 0.7%)

* The values for the student allowances are the 2015-16 amounts multiplied by 0.7% (inflation rate) from the BLS.

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

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Net Price Calculator

Red River Technology Center has available on its website at www.rrtc.edu the Net Price Calculator. The purpose of the Net Price Calculator is to assist in estimating the individual net price for attending an educational institution.

Gainful Employment

Red River Technology Center has information about our graduation rates, the median debt of students who completed the program, program costs, placement rates, related occupations and other important information available on its website at www.rrtc.edu under daytime programs.

Copyright Infringement Policy

Red River Technology Center requires that all students and employees adhere to current copyright laws and congressional guidelines and avoid plagiarism. The copyright law of the United States makes it illegal for anyone to duplicate or distribute copyrighted materials without written permission. Serious penalties may be imposed for unauthorized use of copyrighted materials or plagiarism. (Section 106 of the Copyright Act – Title 17 of the United States Code.)

Peer – To – Peer File Sharing

Red River Technology Center uses the Barracuda 410 filtering software to prevent peer-to-peer file sharing. This is CIPA (Children Internet Prevention Act) compliant.

It shall be required by Red River Technology Center to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and other cyber bullying awareness and response. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

Voter Registration

Red River Technology Center provides the paper copy of voter registration applications. These applications are also available at the local county election board office. Applications may also be downloaded at www.elections.ok.gov.

Immunizations

Oklahoma law states that no minor child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required immunizations. Red River Technology Center is not the monitoring facility for immunization records. All adult health students must provide immunization records to meet the clinical facilities guidelines.

State Statute 70-3243 requires public/postsecondary educational institutions to provide information on the risks associated with meningococcal disease and the benefits of the vaccination. Meningitis is an inflammation of the membrane that surrounds the brain. Left untreated, it can cause seizures, coma, lasting disability, and even death. Health professionals are recommending that students receive the meningitis vaccine. Additional information is available at your local county health department.

Constitution Day

In 2004, Sen. Robert Byrd (D-WV) inserted language into the Consolidated Appropriations Act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. On May 24, 2005, the U.S. Department of Education issued a Notice of Implementation, indicating that all educational institutions receiving federal funding must provide an educational program pertaining to the United States Constitution. For the purpose of this requirement, “educational institutions” includes but is not limited to “local educational agencies” and “institutions of higher education” receiving Federal funding. Section 111 (b) of the Consolidated Appropriations Act of 2005, designates September 17 as the date on which educational institutions are required to hold “Constitution Day Programming”, however during the years when September 17 occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005)

Red River Technology Center observes Constitution Day in accordance with the guidance provided by the Department of Education. RRTC will have a program to be determined on an annual basis.

Emergency Response and Evacuation Procedures

Emergency, procedures for fire, weather, and intruder alerts are posted in each area and complete instructions are given. Students should become familiar with these procedures. Regular drills will take place throughout the school year.

Red River Technology Center utilizes **SCHOOL MESSENGER**; a telephone broadcast system that enables school personnel to notify all student/parent households by phone within minutes of an emergency or unplanned event. The service will call all phone numbers in our designated contact list and deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. Accurate and current contact numbers are required and this information is obtained from student at the beginning of enrollment. All information and contact numbers are strictly secured and confidential and are only used for the purposes described in the School Reach Policy.

Red River Technology Center is a National Incident Management System (NIMS) compliant institution and participates in training updates when required.

Misrepresentation Regulations

A school is deemed to have engaged in *substantial misrepresentation* when the school itself, one of its representatives, or other related parties (see below), makes a substantial misrepresentation regarding the school, including about the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation is defined as a false, erroneous or misleading statement made directly or indirectly to –

- a student, prospective student, or any member of the public, or
- an accrediting agency, a state agency, or the Department

A **misleading statement** includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means.

This definition applies to statements made by –

- an eligible school
- one of its representatives or
- any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services.

Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the school required the student to make such an endorsement or testimonial to participate in a program.

Substantial Misrepresentation is defined as any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by the institution.

Misrepresentation Sanctions

If the Department determines that an eligible institution has engaged in substantial misrepresentation, it may - revoke the eligible institution's program participation agreement; impose limitations on the institution's participation in the FSA programs; deny participation applications made on behalf of the institution; or initiate a proceeding against the eligible institution under subpart G of 34 CFR 668.

Relationship with the Department of Education – 34 CFR 668.75

An eligible institution, its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement may not describe the eligible institution's participation in the title IV, HEA

programs in a manner that suggests approval or endorsement by the U.S. Department of Education of the quality of its educational programs.

Federal Student Aid Funds Fraud

If the institution suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, the institution will report its suspicions (and provide any evidence) to the Office of the Inspector General.

The appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

Help prevent financial aid/scholarship fraud

On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission, with implementing national awareness activities, including a scholarship fraud awareness site on the ED website.

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit <http://www.ftc.gov/scholarshipscams>.

Transfer of Credits /College Credit

The instructor and/or counselor will evaluate any previous education and/or training documentation (i.e. transcripts from other schools, colleges and accredited institutions) and determines whether or not the student can receive advance credit for previous education and/or training. If advance credit is given, this will reduce the total number of career major hours the student will need to take. If eligible for Title IV aid the student will only be paid for the number of hours required to complete Career Major.

College credit may be available to students completing their career major at RRTC. Students must present their final transcript to one of the following two-year colleges for specific requirements from that school:

- Western Oklahoma State College (Altus)
- OSU-IT OSU Institute of Technology (Okmulgee)
- Murray State College (Tishomingo)
- Spartan School of Aeronautics (Tulsa)

Contact Misty Wade, Student Services Counselor at 580-255-2903, ext 230 or email mwade@rrtc.edu for further information.

Credit Allowance for Previous Training or Experience

A Military Transcript submitted for a veteran, reservist, service-person, or eligible person, initially enrolling in a school or training facility or initiating pursuit of a program or education or training different from that previously pursued, must reflect the amount of credit allowed for previous education, training, or experience, including military training experience. "Credit for prior training" is that which applied to the program of education currently being pursued and which shortens the program accordingly. The amount of credit allowed, if any, will be shown in clock hours.

In compliance of Executive Order 13607, as required by Public Law 122-249 as it relates to the Principles of Excellence, Red River Technology Center will provide all VA qualified students with the Federal Shopping Sheet.

Campus Security

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.

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.

Statement of Policy on Crime and Emergency Reporting and the Response of Institution to Reports.

- 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.
- Timely warnings will be made that inform students and staff when the administrator validates a report of a threat to students and employees.

Statement Concerning Security of Facilities

- 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.
- 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 classes are in session.
- 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.**
- 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.
- 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.

Statement on Policy on Campus Law Enforcement

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.

Red River Technology Center encourages all persons to report any criminal activity to the principal who will take appropriate action.

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.

Statement to Encourage Crime Prevention

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.

Literature designed for Red River Technology Center will be available which covers the following areas:

- Alcohol Awareness
- Crime Prevention and Safety Awareness
- Drug Abuse
- Forcible/non forcible sex offenses
- Rape/Date Rape Awareness

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.

RRTC does not recognize any off-campus student organizations.

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.

Statement of procedures to follow once a sex offense occurs

- 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.
- 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.
- 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.
- Since Red River Technology Center does not have residence halls, the student will be responsible to change living situations as needed.
- 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.

- The school reserves the right to expel any student who is found guilty of a sex offense on campus.
- 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.

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.

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, 2010:

	10-11	11-12	12-13	13-14	14-15
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle	0	0	0	0	0
Sex Offenses: Forcible/Non-Forcible	0	0	0	0	0
Liquor law Violation	0	0	0	0	0
Drug Abuse Violation	2	0	0	0	0
Weapon Possessions	0	0	0	0	0
Domestic Violence	-	-	1	0	1
Dating Violence	-	-	0	0	0
Sexual Assault	-	-	0	0	0
Stalking	-	-	0	0	0

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:

Brook Holding
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

Misty Wade
Director of Student Services
Red River Technology Center
(580) 255-2903, Ext. 230

Use of Drugs, Alcohol and Tobacco Products

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Red River Technology Board of Education policies and procedures prohibits possession, distribution or intent to distribute and use of illicit drugs and alcohol by students on school premises or as part of any of its activities

Red River Technology Center **prohibits** the use of any tobacco product in accordance with Executive Order 2012-01. This includes but is not limited to all buildings, land, and vehicles owned or leased by Red River Technology Center. Students who wish information concerning drugs, alcohol, or tobacco may receive information from either the financial aid office or the counselor's office. Additional information may be obtained by contacting the following:

Stephens County Health Department Guidance Center	(580) 252-1141
Al Anon Family Groups	(580) 255-3480
Christian Family Counseling	(580) 255-2458

The Position Statement

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

- The legal sanctions
- The disciplinary sanctions by RRTC
- The health risks
- Available counseling and treatment programs
- 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.

- 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.
- 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.)
- 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.
- 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:
 - Suspension (in the case of employees, without pay)
 - Probations, pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense
 - Expulsion for students
 - Termination for employees
 - Referral for prosecution

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.

Students who wish information concerning drugs, alcohol, or tobacco may receive information from either the financial aid office or the counselor's office. Additional information may be obtained by contacting the following:

Stephens County Health Department Guidance Center	(580) 252-1141
Al Anon Family Groups	(580) 255-3480
Christian Family Counseling	(580) 255-2458

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!

Weapons

No student shall knowingly possess, handle, or transport an object that can reasonably be considered a dangerous weapon while on school property, in school vehicles, or at a school sponsored activity.

Search and Seizure

When there is reasonable suspicion 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/or vehicles which are brought onto school property. In accordance with state law, searches will not be excessively intrusive.

REFERRAL AGENCIES

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 38th Street (580) 248-5780
Lawton, OK 73505 1-800-818-5780, Ext. 118

Compassion Health Care Clinic

10th and Cedar
Duncan, OK 73533 (580) 255-7038

Christians Concerned

PO Box 811 (580) 252-9120
Duncan, OK 73534

Christian Counseling Center

101 North 14th Street Suite 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

16 South 7th Street
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
2300 Country Club Road
Duncan, OK 73533 Contact Person: Cecil L. Bolding,
Counselor-Director
(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: Rodney Wade, County Director

Department of Human Services - Cotton County
Cotton County Courthouse
1501 South 7th
Walters, OK 73572 (580) 875-4000
Contact Person: Rodney Wade, County Director

Department of Human Services - Jefferson County
400 E. Highway 70
Waurika, OK 73573 (580) 228-3581
Contact Person: Rodney Wade, County Director

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
Duncan, OK 73533 (580) 252-3926
(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
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 Gay

ASCOG
1927 West Elk
Duncan, OK 73533 (580) 252-8159

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 Chap 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 4th 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

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

Spartan College of
Aeronautics and Technology
8820 E. Pine Street
Tulsa, OK 74115
spartan.edu

1-800-997-8601

Western Oklahoma State College
2801 North Main
Altus, OK 73521
western.cc.ok.us/

(580) 477-7704

Oklahoma Literacy Resource Center
200 NE 18th Street
Oklahoma City, OK 73105

1-800-522-8116

Annual Notice of Required Disclosures of Student Consumer Information
2016 – 2017

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
<p>What: Institutional Information (\$668.43)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Cost of attending school ie: Tuition and Fees • Institutional Refund Policy • Requirements for officially withdrawing from school • Information regarding the school’s academic support and career tech career majors • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school’s accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them 	<p>Student Handbook and Consumer Information Handbook</p> <p>www.rrtc.edu</p> <p>http://nces.ed.gov/IPEDS</p>
<p>What: Financial Assistance (\$668.42)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> • Description of all available federal, state, local, private, and institutional financial assistance, and a description of : (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award • Right and responsibilities of students receiving Title IV and other financial aid; including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if students fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) books and supply policy • Net Price Calculator 	<p>Student Handbook; Consumer Information Handbook ; Financial Aid Policy and Procedures Handbook</p> <p>www.rrtc.edu</p> <p>www.Studentaid.ed.gov</p>
<p>What: Family Education Rights and Privacy Act FERPA (\$99.7)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> • Right to and procedures for inspecting and reviewing student’s education records • Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights • Right to consent to disclosure of personally identifiable information contained in student’s educational records • Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under §99.31 without prior consent 	<p>Student Handbook</p> <p>Board of Education Policy and Procedures Manual</p> <p>www.rrtc.edu</p>
<p>What: Completion/Graduation Rate and Transfer-out Rate (\$668.45)</p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p> <p>What: Gainful Employment Disclosures To: Prospective Students</p>	<ul style="list-style-type: none"> • The institution’s completion and graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 hours, or 30 days if their career major is longer than 1050 clock hours • Transfer-out Rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time, first-time student who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time, full-time undergraduate students • Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. 	<p>U.S. Department of Ed’s College Opportunities On-Line Website: http://nces.ed.gov/IPEDS Select: College Navigator</p> <p>www.rrtc.edu</p>
<p>What: Campus Security Report (\$669.46)</p> <p>When: Annually by Oct 1</p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) arson; (9) arrests for liquor law violations; (10) drug law violations; (11) illegal weapons possession; and (12) simple assault • Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Emergency Response and Evacuation Procedures 	<p>Student Handbook and Consumer Information Handbook</p> <p>www.rrtc.edu</p> <p>Paper copy available in Main Office and Financial Aid Office</p>

<p>What: Drug and Alcohol Abuse Prevention pursuant to Public Law 101-226</p> <p>To: Enrolled Students When: Annually first day of class</p> <p>To: Current Employees When: Annually first day of the school year</p>	<ul style="list-style-type: none"> • Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol • A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees • A description of the health risks associated with the use of illicit drugs and alcohol • A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of such sanctions, up to and including expulsion, termination of employment, and referral for prosecution 	<p>Student Handbook and Consumer Information Handbook</p> <p>www.rrtc.edu</p> <p>Paper copy available in Main Office and Financial Aid Office</p>
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Additional Student Consumer Information

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| ▪ Voter Registration Materials | Display available in Financial Aid Office |
| ▪ GED Information | Available in Main Office/GED Coordinator |
| ▪ Grievance/Complaint Policy and Procedures | Student Handbook/Board of Education Policy Manual |
| ▪ Student Behavior and Discipline Policy | Student Handbook/Board of Education Policy Manual |
| ▪ Internet Use Policy | Student Handbook/Board of Education Policy Manual |
| ▪ Attendance Policy | Student Handbook/Consumer Information Handbook |
| ▪ Satisfactory Progress Policy | Student Handbook/Consumer Information Handbook |
| ▪ Leave of Absence Policy | Student Handbook/Consumer Information Handbook |
| ▪ Copy Right Infringement Policy | Student Handbook/Board of Education Policy Manual |
| ▪ Vaccination Policy | Student Handbook/Board of Education Policy Manual |
| ▪ Constitution Day | Student Handbook/Board of Education Policy Manual |

A copy of the Student Handbook is provided to all students enrolled in approved/accredited programs.

The contents of the Student Handbook are reviewed with students during orientation at the beginning of each school year. Additional copies of the Student Handbook or a separate paper copy of each disclosure are available upon request from the office or financial aid office.

The Board of Education is responsible for adopting policies and procedures to implement each of the required disclosures and additional consumer information. The Board Policy Manual is available for public/student access in the Superintendent's office.

NOTICE OF NONDISCRIMINATION

Red River Technology Center does not discriminate on the basis of race, color, national origin, veteran status, sex/gender, age, or disability in admission to its career majors, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The **Red River Technology Center** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance Coordinator(s):

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