



RED RIVER TECHNOLOGY CENTER

2016 - 2017

# Student Handbook

PO Box 1807  
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Duncan, Oklahoma 73533  
(580) 255-2903  
Toll Free 1-888-607-2446  
Fax (580) 252-1327  
[www.rrtc.edu](http://www.rrtc.edu)

Accredited by the  
Oklahoma State Department of Education  
and  
Oklahoma Board of Career and Technology Education

August 10, 2016 – May 12, 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](http://www.rrtc.edu) for graduation rates, median student debt and more information.*

**Tobacco & Drug Free Workplace**



*Message from the Superintendent*

Students,

I would like to welcome each of you to Red River Technology Center. I am excited about the opportunity to provide you with quality facilities, staff, technology, and training programs that will enhance your opportunity for future success. I believe that you will find our staff to be genuinely interested in your success and dedicated to providing you with an excellent educational experience. I am happy that you have chosen to learn at Red River Technology Center, and I hope that you will maximize your chances for success by bringing an excellent attitude and work ethic to class each day. It is my goal for you to complete your training and to move forward knowing that you have received an excellent education from an integral staff, I look forward to working with you in that endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Loafman".

Dennis Loafman, Superintendent



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**RED RIVER TECHNOLOGY CENTER  
IN-DISTRICT SCHOOLS**

Bray  
Central  
Comanche  
Duncan  
Empire  
Marlow  
Ryan  
Temple  
Terral  
Walters  
Waurika  
Velma

**BOARD OF EDUCATION**

Rodney Love -----	President
Dee Williams -----	Vice President
Ricky Sanders -----	Deputy Clerk
Kristie Gaines -----	Member
Sandy Pogue -----	Member

**ADMINISTRATION**

Dennis Loafman -----	Superintendent
Brook Holding -----	Principal
Sylvia Loveday -----	Director of Student Affairs
Lisa Williams -----	Director of Adult Career and Development & Business and Industry





## FACULTY

Almeida, Noe -----	Automotive Service Technology
Bohn, Krissy-----	Practical Nursing
Brown, Kent -----	Safety and Environmental Services
Bryan, Suzanne, Dr. -----	GED Instructor
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, Donna -----	Health Careers Certification
Rawlings, Gerry -----	Cosmetology
Shaw, David -----	Pre-Engineering
Smith, Fonda -----	Academic Services Coordinator
Suiter, Edith -----	Biomedical Sciences
Suson, Curtis -----	Computer Aided Drafting
Tanaka, Cody -----	Computer and Telecommunications Technician
Tyler, Steve -----	Carpentry
Wade, Misty -----	Director of Student Services
Weast, Letitia -----	Business and Information Technology Education
Williams, Gary -----	Heating, Ventilation, AC & Refrigeration
Wood, Vernon -----	Precision Machine Technology
To Be Determined	Practical Nursing



## **VISION STATEMENT**

Red River Technology Center ensures our communities' future by developing a career ready workforce.

## **MISSION STATEMENT**

Red River Technology Center supports economic development for our communities through leadership and training.

## **CORE VALUES**

Core Values are fundamental ethical, moral, and professional beliefs. The following core values influence the attitudes and performance of school personnel every day at Red River Technology Center:

- provides quality facilities, technology, programs, and staff.
- responds to the needs of students, clients, and employees without regard to ethnic background, age, gender, religion, economic standing, Veterans status, or qualified disabilities.
- adapts quickly to meet the current and future needs of a constantly changing global economy.
- values a positive community perception and commits to integrity, quality, and excellence.
- has a genuine interest in the success of students, customers, clients and each other.
- develops and maintains partnerships which promote economic and educational advancements in our communities.





# RED RIVER TECHNOLOGY CENTER

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## 2016-2017 School Calendar



AUGUST 2016					JANUARY 2017							
1	2	3	4	5	AUGUST 1-2 Summer Conference	2	3	4	5	6	JANUARY 2-3 Christmas Break	
8	9	10	11	12	AUGUST 3-9 Professional Days	9	10	11	12	13	JANUARY 4 Begin 3rd Nine Weeks	
15	16	17	18	19	AUGUST 10 Begin 1st Nine Weeks	16	17	18	19	20	JANUARY 16 Professional Day	
22	23	24	25	26		23	24	25	26	27		
29	30	31				30	31					
SEPTEMBER 2016					FEBRUARY 2017							
			1	2	SEPTEMBER 5 Labor Day			1	2	3		
5	6	7	8	9		6	7	8	9	10		
12	13	14	15	16		13	14	15	16	17		
19	20	21	22	23		20	21	22	23	24		
26	27	28	29	30		27	28					
OCTOBER 2016					MARCH 2017							
3	4	5	6	7	OCTOBER 11 End 1st Nine Weeks			1	2	3	MARCH 3 End 3rd Nine Weeks	
10	11	12	13	14	OCTOBER 12 Begin 2nd Nine Weeks	6	7	8	9	10	MARCH 6 Begin 4th Nine Weeks	
17	18	19	20	21	OCTOBER 18 Parent/Teacher Conf. 3-6pm	13	14	15	16	17	MARCH 7 Parent/Teacher Conf. 3-6pm	
24	25	26	27	28	OCTOBER 21 e-24 Fall Break	20	21	22	23	24	MARCH 13-17 Spring Break	
31						27	28	29	30	31		
NOVEMBER 2016					APRIL 2017							
	1	2	3	4	NOVEMBER 23-25 Thanksgiving Break						APRIL 14 Snow Day	
7	8	9	10	11		3	4	5	6	7		
14	15	16	17	18		10	11	12	13	14		
21	22	23	24	25		17	18	19	20	21		
28	29	30				24	25	26	27	28		
DECEMBER 2016					MAY 2017							
			1	2	DECEMBER 20 End 2nd Nine Weeks						MAY 12 End 4th Nine Weeks	
5	6	7	8	9	DECEMBER 21-30 Christmas Break	1	2	3	4	5	MAY 15-18 Snow Days	
12	13	14	15	16		8	9	10	11	12	MAY 19-26, 30-31 Professional Days	
19	20	21	22	23		15	16	17	18	19	MAY 29 Memorial Day	
26	27	28	29	30		22	23	24	25	26		
						29	30	31				
Period	Days Taught	Prof. Days	Holidays	Totals								
1st 9 weeks	44	7	1	52								
2nd 9 weeks	45	0	5	50								
3rd 9 weeks	42	1	10	53								
4th 9 weeks	44	8	11	63								
<b>TOTALS</b>	<b>175</b>	<b>16</b>	<b>27</b>	<b>218</b>								

Professional Days  
 Holidays  
 9 weeks  
 Parent/Teacher Conference 3pm-6pm (Following regular school day)

## FULL TIME ENROLLMENT

Students are allowed to enroll full-time or part-time as space is available. Full-time is equal to 6 hours per day and part-time is equal to 3 hours per day.

### CAREER MAJORS OFFERED

<b>Architecture and Construction (AC)</b>		
Construction	Residential Carpentry	1020 hrs
Maintenance & Operations	Residential HVAC Technician	1050 hrs
<b>Business Management and Administration (BA)</b>		
Administrative & Information Support	Administrative Assistant	880 hrs
	Medical Office Assistant	1000 hrs
<b>Finance</b>		
Business Financial Management & Accounting	Accounts Payable/Receivable Clerk	880 hrs
<b>Health Science</b>		
Diagnostic Services	Phlebotomist	613 hrs
Therapeutic Services	Basic Medical Assistant	885 hrs
	Diagnostic Aid & Nurse Assistant	1050 hrs
	Nursing Assistant	525 hrs
	Licensed Practical Nurse	1518 hrs
<b>Human Services</b>		
Personal Care Services	Cosmetologist – Public	1000 hrs
	Practicing Master Instructor	500 hrs
<b>Manufacturing (MN)</b>		
Manufacturing Production Process Development	CAD Drafter	1005 hrs
Production	CNC Precision Machine Technician	1005 hrs
Welding & Fabrication	Structural Welder	840 hrs
<b>Science, Technology, Engineering &amp; Mathematics (STEM)</b>		
Engineering & Technology	Electronics Technician	1050 hrs
	PLTW Pre-Engineering	960 hrs
Science and Mathematics	PLTW Biomedical Science & Medicine	960 hrs
<b>Transportation, Distribution &amp; Logistics (TR)</b>		
Automotive Collision Repair	Combination Collision Repair Technician	975 hrs
Automotive Service	Automotive Service Technician	1050 hrs

## **STUDENT SERVICES OFFERED**

### **ACADEMIC SERVICES**

The goal of Academic Services at Red River Technology Center is to offer students an opportunity to enhance the academic skills needed to become productive and skilled employees in today's workplace.

By using the resources available through Academic Services, students can improve their skills through preparation in core areas like math, reading, communications and computer applications.

#### Academic Instruction

- Reading for information
- Locating information
- Applied math
- Academic remediation
- Academic enhancement
- Resume preparation
- Interviewing techniques
- Job applications

#### Digital Learning Opportunities

- Odysseyware
- Career Ready 101
- Oklahoma Career Guide
- Work Keys

#### Career Readiness

- Occupational search
- Scholarship information
- College listings

#### Test Preparation

- Compass
- GED
- ACT
- AP
- State and National Certifications

Instructional strategies are developed for students based on previous assessments completed through Red River Technology Center's Testing and Assessment Center and individual consultations.

Each individual has the opportunity to work at his/her own pace with a professional staff member who is available to tutor on a one-to-one basis.

The Academic Services Center is open Monday through Friday from 8 a.m. to 3:30 p.m.. For more info, call: 580-255-2903, Ext.266. For information on GED classes call: 580-255-2903, Ext. 222.

Students may, with counselor referral, take an academic course while enrolled at Red River Technology Center. Courses offered include English III, Algebra II and U.S. Government.

### **ASSESSMENT CENTER**

The center utilizes the WorkKeys Career Readiness Credentials which provides an indication of a person's ability to function in the workplace and is recognized by business and industry as well as the Oklahoma State Department of Commerce. The Engage test evaluates student's self-reported psychosocial attributes, determines the level of academic risk as well as identifying interventions to help them succeed. The TABE (Test of Adult Basic Education) measures ability in Reading, Math and Language Arts. Results of the TABE are used to establish employment information related to basic skills and much more. The test results give vital information to assist the student with career decision-making. The COMPASS Test is available for establishing college entrance preparedness. Irlen Syndrome Screening can help students identify what colors may reduce sensitivity to light when reading. Contact D'Ann Cox (580) 255-2903, Ext 276.

## **CAREER INFORMATION AND GUIDANCE**

The Career Development Cooperative provides a Career Information Counselor who works with member schools' students, counselors, teachers and administrators in planning, preparing and conducting career development programs for career tech students using career interest inventories, a variety of resources for career exploration, and Plans of Study for a Career Cluster Pathway. The Cooperative provides student career resources for each member school and provides professional development programs for counselors, teachers and administrators.

RRTC also has on staff a certified counselor who may counsel students on a person to person basis in the responsive services: absences, tardiness, academic concerns, child abuse, coping with stress, divorce/single parent, dropout prevention, family issues, grief/loss/death, misbehavior, relationship concerns, peer problems, sexuality issues, substance abuse and suicide threats. Students who require additional counseling expertise are referred to community services. Instructors are provided information concerning work-based learning, current employment trends, and labor market information.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.rrtc.edu](http://www.rrtc.edu) to see each program's disclosure.

### **COLLEGE CREDIT CAN BE EARNED AFTER ATTENDING CLASSES AT RRTC**

Students will have the opportunity to apply for college credit in most of the programs offered at Red River Technology Center. Once a student has successfully completed the necessary coursework for their chosen program and after completing a minimum of 12 college hours in general education requirements at a community college that supports the cooperative alliances, they may apply for the Prior Learned Credit. This credit will only be awarded to the student when they provide proof of successfully completed approved coursework, or professional licensure(s), or professional certification(s), and/or by taking an approved Prior Learning Assessment in their field of study.

The number of college credit hours awarded towards an Associate of Applied Degree (A.A.S.) will be determined by the awarding college or institution. This is based on the approved coursework and the grades received for that coursework. No more than 50% of the college credits required for the A.A.S. degree can be awarded. Credit can be awarded from 1 credit hour to 50% of degree requirements. These credits will be recorded on the official College Transcript and will receive either a Pass/Fail or a Satisfactory/Unsatisfactory grade. This will not count as a part of the Grade Point Average (GPA) but, will count as earned hours towards completion.

The fee for each hour awarded for the PLA Credit (this fee does not apply to regular college coursework where all tuition and fees apply) will be \$8.00 per credit hour.

For additional information, contact Misty Wade, Counselor.



## SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY ARTICULATION AGREEMENT

Students who have successfully completed the **Electronics Technology** career major at Red River Technology Center are eligible to apply for admission to the Spartan College of Aeronautics and Technology. Upon acceptance, students will receive a full credit transfer of up to **28 College Credit Hours** applicable toward an **Associate's Degree in Aviation Maintenance Technology, Avionics**. The credits are transferred to Spartan at no additional fee to the student, and will apply toward an appreciable reduction in tuition. All standard Spartan College Application Fee(s) and Admissions Requirements still apply. (This agreement is subject to cancellation or revision at any time.)

Spartan College of Aeronautics and Technology and Red River Technology Center Course Transfer Guide						
Red River Technology Center			Spartan College of Aeronautics and Technology			
Course Code	Hours	Course Name	Course Code	Hours	Course Name	Credit Hours
ETC 1000	15	Electrical Safety for Electronics Technicians	AET1607	180	Aircraft/UAV Electronics Fundamentals	7
ETC 1010	15	Electronic Hand and Power Tools for Electronics Technicians	AET1617	180	Theory of Alternating Current and Reactive Devices	7
ETC 1020	48	Instruments and Measurements for Electronics Technicians	AET1627	180	Electronic Devices	7
ETC 1030	120	DC Circuits for Electronics Technicians	AET2637	180	Digital Circuits & Devices	7
ETC 1040	180	AC Circuits for Electronics Technicians	The RRTC program in its entirety as listed within this chart can be transferred in to meet the requirements of the four Spartan College courses listed within this chart. The full 28 college credits will be awarded.			
ETC 1050	48	Electromechanical Devices for Electronics Technicians				
ETC 1060	180	Semiconductor Circuits for Electronics Technicians				
ETC 1070	90	Semiconductor Devices for Electronics Technicians				
ETC 1080	90	Linear Circuits for Electronics Technicians				
ETC 1090	90	Digital Systems for Electronics Technicians				
ETC 1100	60	Microprocessor Systems for Electronics Technicians				
ETC 1120	48	Soldering for Electronics Technicians				
ETC 1130	48	Mechanical Fasteners and Terminals for Electronics Technicians				
ETC 1140	120	Aviation Maintenance Technology for Electronics Technicians				

### ADULT STUDENTS

In order to qualify for cooperative alliance college credit, each adult must meet the following requirements:

- Have a high school diploma or a GED and,
- A copy of an official high school transcript or GED credentials and,
- Previously attended colleges or universities transcripts must be furnished,
- Complete and sign an Adult "Statement of Understanding"
- Complete an application for admission to the appropriate college.

**All of the enrollment package must be complete and submitted to the Alliance Coordinator five school days before the deadline established by the participating college.**

If a student qualifies and chooses to participate in this program, the student will *immediately begin a college transcript with his/her courses and grades as earned and awarded by the higher education institution.*

Check out Red River's website at [www.rrtc.edu](http://www.rrtc.edu) for more information regarding the Cooperative Alliance Partnerships and Program.

### JOB PLACEMENT

Through the course curriculum, Oklahoma Career Guide, Oddeseyware, Career Ready 101, Work Keys, 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 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.

Red River Technology Center does not guarantee, but will diligently work toward placement of all qualified graduating students.

## ATTENDANCE

Red River Technology Center believes that punctuality and attendance are essential attributes of a good employee. For this reason, attendance is required when Red River is in session. Students who are absent on these days will be exempted only under the following conditions:

1. Secondary students whose home school is not in session. (Note: Although these absences will be exempt, it is suggested that students attend on days when RRTC is in session.)
2. The school district where the student attends/resides is out due to inclement weather or emergency situation.
3. Secondary students who are participating in approved school sponsored activities.
4. Students who are called upon for military duty.
5. Students who are ordered by proper authority to appear as a witness or jury member in any federal, state, or municipal court.

Post-Secondary students missing 5 or more consecutive days without notifying the RRTC registrar will have their enrollment terminated and be dropped from class unless the student was prevented from doing so by circumstances beyond their control.

RRTC divides its attendance periods into morning and afternoon sessions. Students attending classes for a half day will be charged one absence for the session they miss. All day students will be charged a half day's absence for the session or sessions in which they are absent. Students absent due to illness or emergency are encouraged to provide documentation. 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.

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. Students dismissed from RRTC due to attendance, must sit out the remainder of the current semester and the following semester.

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. Red River Technology Center 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.***

## TARDIES

**A tardy is defined as any time out of a class session totaling 30 minutes or less.**

Students who arrive late to school should immediately report to the office to receive admittance to class. Three tardies will be equivalent to one absence. Students who miss more than 30 minutes before break, after break, or during the two sessions combined will be considered absent for that session.

## ACADEMIC PROBATION

Academic proficiency is expected of all RRTC students. Students are expected to attend class regularly, exhibit effective study habits, and consistently put forth effort in the classroom. If a student's grades fall below a "C" average at the end of a 9 week grading period, that student will be placed on Academic Probation for the succeeding 9 weeks. If the student is unable to raise the grade to a "C" average by the end of that 9 weeks, the student will be referred to the principal for possible termination of enrollment.

## STUDENT DRESS

- All secondary and adult students are expected to dress in a manner as prescribed and required by the department in which they are enrolled. Dress appropriate for one class/shop may or may not be appropriate for another (example-shorts would not be appropriate in a shop class).
- Students in attendance are encouraged to be neat, and appropriately dressed at all times. Potential employers are in our building often for update training, so your appearance should always be something they would find appropriate.
- Ball caps or hats of any kind may not be worn in the Seminar Room or the administrative offices. Halter-tops, tank-tops, or shirts with inappropriate slogans may not be worn on the campus at any time.

- Any student may be required to leave the school grounds if dress interferes with normal classroom procedures and will not be allowed to return until dress conforms to established standards.

### REPORT CARDS

Report cards will be issued at the end of each semester. A student's transcript will be on file in the front office, and is available upon request by the student. Such a request should be made to either the counselor or principal. The home school, not Red River Technology Center, awards credit toward graduation.

### GRADE SCALE

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

### BREAKS

During the three-hour class session, there will be one ten-minute break at the discretion of the class instructor. Students are not permitted in their vehicles or parking lots during breaks unless directed by RRTC personnel to do so.

### BELL SCHEDULE

MORNING CLASSES		AFTERNOON CLASSES	
8:15	First Bell	12:00	First Bell
8:20	Second Bell, Class Begins	12:05	Second Bell, Class Begins
9:40-9:50	Morning Break	1:25-1:35	Afternoon Break
11:05	Class Ends (Lunch)	2:55	Class Ends

### TUITION AND FEES 2016 - 2017

#### Secondary:

Resident high school students

No Tuition

Non-resident high school students (set by State Board of Career & Tech Educ.)

\$12,117.00/Yr

*Daytime Programs Tuition Rate is \$2.20 per Clock Hour*

#### For Example:

	<u>In-District</u>	<u>Out-of-District</u>
525 Hours X \$2.20 per hour =	\$1155.00	\$2310.00*
1050 Hours X \$2.20 per hour =	\$2310.00	\$4620.00*

**BITE & HVACR currently have additional fees. See the billing clerk for more information.**

*\*(Out-of-district tuition is double in-district tuition cost.)*

**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 Higher 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".

#### Cost Summaries Provided Upon Request

Practical Nursing - 1473 hours	
Tuition	\$ 3240.60
Book/Supplies	\$ 2510.12
In-District Total	\$ 5750.72
Out-of-District Book/Supplies/Tuition	\$ 8991.32
<i>(Out-of-district tuition is double in-district tuition cost.)</i>	

Fees are separate and apart from tuition and will be assessed only if necessary.

Payment can be made to Red River Technology Center by check, cash, money order, or cashier's check. Tuition and fees are paid by the semester and are due on the first day of class unless other arrangements are made with the principal

### WITHDRAWAL

Any student wishing to withdraw must complete an ENROLLMENT CHANGE FORM which can be obtained from the RRTC Counselor. **Please be Advised, Students are not considered officially withdrawn until a drop form has been signed by the student, instructor, and RRTC administration.**

Adult students are responsible for clearing any financial obligation with the business office and financial aid office. Students must return RRTC property in order to complete withdrawal. A student, who follows appropriate procedures, may drop by August 23<sup>rd</sup> for 1<sup>st</sup> semester enrollments or January 18<sup>th</sup> for 2<sup>nd</sup> semester and receive a full refund on tuition already paid.

### CONDUCT AND STUDENT SUSPENSION

1. **Conduct.** This school strives to train each student in an occupation which will enable that student to earn a living and to provide an atmosphere that is safe and conducive to learning. It is assumed that every student is mature, has a desire for constructive learning, and has chosen a course with this purpose in mind. Any deviation from appropriate behavior will subject the student to disciplinary action and will be reported to both the home school and parents of the student involved.

Discipline is a joint venture between the home school and the Tech Center; the other honors whatever disciplinary actions are taken in one school. For example, if a student is suspended at the home school, he/she is suspended from the Tech Center for the same time period. Repeated misconduct at either the home school or the Tech Center will lead to suspension or dismissal from RRTC.

Each adult who is enrolled is expected to follow all rules and regulations concerning behavior, language, appearance, etc. that are required of the secondary students. The only deviations from this requirement are specifically stated in this handbook. Unacceptable conduct will result in termination from the program and suspension from the school for at least the remainder of the school year.

2. **Suspension.** The Red River Technology Center Board of Education realizes that situations may arise which makes it necessary to suspend a student from school in order to maintain a tranquil learning experience. The offenses for which a student may be suspended are:

- Immorality, profanity, or abusive language
- Possession, use or threatened use, of a dangerous weapon as defined by the State Statutes of Oklahoma
- Assault and/or Battery
- Illegal possession, distribution, or intent to distribute and/or use of any illicit drug, or alcohol
- Conduct, which jeopardizes the safety of others
- Conduct that is disruptive to the learning process
- Harassment, intimidation, bullying and hazing at school as defined in the following regulation
- Students suspended or expelled from RRTC may not receive a certificate of completion

### 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 House Bill 1661 as well as the policies and procedures of the School bullying Prevention Act. Bullying is defined as "Any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative education or physical results for the targeted individual or group and is communicated in such a way as to distract or interfere with the school's education mission or the education of any student."
2. **Sexual harassment:** May include but is not limited to:

- 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
  - 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.
  - 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.
  - 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.
  - 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:
- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance
  - 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.
- 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 24 and 25 of this handbook.
  - Students may report bullying or harassment anonymously to RRTC’s Safe School Hotline by calling (580)447-0204. Confidentiality will be maintained and no reprisals or retaliation will result in the good faith reporting of these charges.
  - 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.
  - 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.

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.

### **SCHOOL PROPERTY OR PROPERTY ENTRUSTED TO RRTC**

Students who lose, damage or destroy, sell or dispose of school property in their possession or entrusted to them, are subject to disciplinary action. Property such as tools, furniture, or any equipment belonging to the school must not be removed from any building without permission of the superintendent. Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the content of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

### **SAFETY AND BLOODBORNE PATHOGENS**

**Safety** – The safety of oneself, as well as others is a top priority and should always be considered first.

In many programs and activities safety dictates that certain requirements be followed to minimize the potential for injury or illness. All students wishing to participate in these programs or activities shall wear/utilize provided safety equipment and adhere to all safety requirements or procedures at all times as required by an Instructor. These requirements may include but are not limited to the following:

- The use of personal protective equipment such as eye protection, hearing protection, respirators and protective clothing.
- Prohibition of wearing jewelry and clothing as well as hair or beard length may pose a hazard while working around certain equipment or processes.

Additionally, all students will be required to pass a safety test with a score of **100%** to ensure complete understanding of the safety hazards and requirements relative to their program before being allowed to take part in any shop work.

Students who deviate from any safety requirement will be subject to disciplinary action and may be suspended from the program.

In an effort to prevent accidental occurrences, the Board of Education provides safety glasses and other safety equipment for certain programs. However, it is imperative that all precautions should be taken by each student to work safely at all times by eliminating all possible hazards and communicating these hazards to their instructor.

**Bloodborne Pathogens** – In order to eliminate or to minimize student exposure to body fluids that may potentially be infected with bloodborne pathogens and/or may contaminate work surfaces or equipment. Red River Technology Center has developed a Bloodborne Pathogens Exposure Control Plan. This plan, designed to comply with Title 380, Chapter 40 of the Oklahoma Occupational Health and Safety Standards Act, has been distributed to all instructors and is available for public inspection in the administrative offices during regular working hours.

### **VEHICLES AND PARKING**

1. Designated parking areas for students are the East and West parking lots only. No students are permitted to park in the front lot at any time. This lot is reserved for staff and the many visitors to our school. Students failing to observe these restrictions may be refused the right to drive vehicles to the school.
2. Secondary students may drive to the Tech Center only when specifically authorized by the home school. If you are in doubt as to your home school's policy, check with either that school or the Tech Center office.
3. Once a vehicle enters the Tech Center campus, it is to be parked in an appropriate place then left until school is out. Students are not allowed access to cars during class, breaks, lunch, or at any other time until school is out without express written permission from the teacher or the office.
4. Once a student arrives at the Tech Center campus, he/she may not leave the campus unless he/she has properly checked out through the principal's office. Secondary school students (regardless of age) will need the permission of a parent or guardian to leave school. Students enrolled as adults may excuse themselves, but must check out through the office.
5. Disciplinary action of any kind may result in termination of a student's right to drive his/her vehicle. Each home school sends a bus to provide transportation for secondary students and this bus may become the student's only option for transportation to this school.

### **CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

1. Career and Technical Student Organizations provide leadership development activities. Local Skills U.S.A. National Technical Honor Society, Health Occupation Students of America (HOSA) and Business Professionals of America (BPA) chapters also provide opportunities for networking, personal growth and technical skills development.
2. All students are encouraged to participate but are not required to do so.
3. No form of fund raising by student organizations is allowed. No student or organization may sell merchandise in the classroom, office, or on the campus without written permission from the superintendent or his authorized representative.

### **CHANGING PATHWAYS**

A student may change courses by dropping or adding units of instruction by August 19<sup>th</sup>, for the 1<sup>st</sup> semester and by January 10<sup>th</sup>, for the 2<sup>nd</sup> semester, with the approval of the principal, counselor, or other administrative officials.

### **CREDITS**

Credit may be awarded as granted by other institutions. Credit will be awarded on transferred work and course time will be shortened by that amount. Equivalent offerings from equivalent institutions will be accepted, and the course will be shortened accordingly.

## **INSURANCE**

Red River Technology Center does not provide student accident or health insurance. The individual student should arrange for coverage.

## **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. All firearm violations will be turned over to local law enforcement as required by law.

## **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, Red River 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.

## **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 prohibit the unlawful possession, use or 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 or possession of tobacco products or simulated tobacco products (i.e. vapor or e-cigarettes) on school property, in school vehicles, or while traveling to or while at any school sponsored/authorized function.

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

## **COMMUNICABLE DISEASES**

Whenever any employee or student has reasonable cause to believe any employee or student has any condition known to be a communicable disease, that employee or student shall report that belief to the superintendent.

## **MEDICAL CONDITIONS AND MEDICINE ON SCHOOL PROPERTY**

It is the intent of Red River Technology Center to facilitate a healthy and safe learning environment. Red River Technology Center will strive to make reasonable accommodations for students with diabetes or other health issues.

Red River Technology Center will follow the Diabetes Medical Management Plan in effect at the student's sending high school. The Red River Technology Center's Diabetes Management Team will modify that plan as needed to assist the student. Students who do not already have a plan may begin the process by asking for a form in the front office of Red River Technology Center.

1. Diabetes Management Team
  - Principal/designee
  - School nurse or volunteer diabetes care assistant
  - Parent/guardian
2. Physician Plan
  - Students shall notify RRTC that they have diabetes.
  - RRTC will obtain the Diabetes Medical Management Plan from the sending high school, or the RRTC Diabetes Management Team will develop a Diabetes Medical Management Plan for the student.
  - The student shall inform the school if modifications to the plan become necessary during the school year.

All medicine brought on campus by students, both prescription and non-prescription, MUST be turned in to the administrative offices where its use will be monitored. Written permission from the student's parent or guardian will be required before such medicine is dispensed. Only the principal or authorized representative will dispense medicines.

A student requiring inhaled asthma medication or anaphylaxis medication may be allowed to carry and use such medication provided:

- The parent or guardian of the student must authorize in writing self-administration of the medication.
- The parent or guardian provides a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of and has been instructed in the proper method of self-administration of the medication.
- Parents or guardian provides an emergency supply of the student's medication to be administered pursuant to the provisions of section 1-116.2 of Title 70 of the Oklahoma Statutes.
- That the parent signs a waiver of liability for injury or damage caused by the student's self-administration of this asthma medication.

### **GRIEVANCE PROCEDURE UNDER THE EQUAL OPPORTUNITY ACTS**

Red River 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, veteran's status 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. 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.
6. 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.
7. 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. Brook Holding and Lisa Williams are Equal Opportunity and Compliance Coordinators.

### **WIRELESS TELECOMMUNICATION DEVICES**

No student may use a cell phone during class time unless permitted to do so by the instructor. The only exception to this rule is that upon the prior written consent of both the parent/guardian and the school principal or superintendent of both the home school and the Tech Center, and only upon showing documentation of a medical necessity or other appropriate circumstance a student may use such a device. A student violating this policy may have the device confiscated, be reprimanded or suspended. Parents needing to contact students may call toll-free 1-888-607-2446 or local (580) 255-2903.

### **INTERNET USAGE, SOCIAL NETWORKING & FILE SHARING**

All Red River Technology Center students (and parent or guardian for secondary students) are required to sign our OneNet/Internet use agreement. Internet usage at Red River Technology Center is restricted to educational purposes only, and should be focused on the school's mission and goals. Inappropriate actions or behaviors could possibly result in civil or criminal liabilities.

In addition, Red River Technology Center seeks to inform students of the dangers involved in interacting with individuals on social networking websites and in chat rooms.



## **NOTIFICATION OF ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at this school during normal working hours.

A comprehensive inspection is conducted every three years. In addition, Red River Technology Center personnel perform a six-month surveillance.

### **FERPA AND PPRA**

#### **EDUCATIONAL RECORDS REVIEW UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day of RRTC receiving a request for access.

Parents or eligible students should submit to the RRTC principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The RRTC official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask RRTC to amend a record should write the RRTC principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If RRTC decides not to amend the record as requested by the parent or eligible student, RRTC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by RRTC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom RRTC has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920.

#### **PPRA CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. -1232h, requires RRTC to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family

- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

### **STUDENT DIRECTORY INFORMATION**

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Program of study
- Participation in officially recognized organizations and contests
- Dates of enrollment
- Certifications and awards received
- The public or private school most recently attended by the student

**Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.**

### **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.**
- 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 emergency procedure drills as required by law. Updated emergency response and evacuation procedures will be addressed.

RRTC does not recognize any off-campus student organizations.

RRTC prohibits the unlawful possession, distribution or intent to distribute or use of illicit drugs or alcohol 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

**OTHER SERVICES OFFERED**

**ADULT CAREER DEVELOPMENT**

Short-term classes are offered throughout the year in the daytime or evenings for adults wishing to advance their skills. Various courses from medical, trade and industry, business and much more are offered. Prices and schedule vary according to career area, books and tuition. Schedules are posted on-line or in the Red River Technology Center catalog. Students must be at least 16 years of age to enroll.

Choose from over hundreds of on-line courses which are available upon demand. Check it out on [www.rrtc.edu](http://www.rrtc.edu) for more information.

**ADULT EDUCATION and GED TEST PREP**

Adult Education and GED Prep classes are free for any student who is out of school and over the age of 16 years of age. Classes are designed to meet the individual needs of adult students wishing to:

- Improve Academic skills
- Prepare for GED® Exam
- Pass the GED Exam for High School Equivalence diploma
- Gain Career Readiness Credentials for workplace readiness
- Advance in employment opportunities by improving academic skills
- Prepare for college or a post-secondary training program

To register for the GED Testing, students must do so online through the [www.pearsonvue.com](http://www.pearsonvue.com) or [www.myged.com](http://www.myged.com)

**ENGLISH LANGUAGE LEARNERS**

Classes are free for students who have limited English skills for writing or speaking English may want to improve their skills. Contact Janice Gay, 580-255-2903, Ext. 222 or [jgay@rrtc.edu](mailto:jgay@rrtc.edu)

## **BID ASSISTANCE CENTER**

The Bid Assistance Center (BAC) serves as a complete resource in the Red River Technology Center district for businesses wanting to bid on Department of Defense, federal, state, county, and city contracts, as well as commercial construction contracts. The BAC personnel provide services to client companies at every stage of the procurement process. Our resource library contains government specifications, regulations, industry standards and other information needed for preparing bids. The BAC maintains a plan room for construction contractors.

## **INDUSTRIAL COORDINATOR**

Red River Technology Center provides an Industrial Coordinator to service and provide training to new and existing businesses and industries. The Industrial Coordinator works with company representatives to outline the content/curriculum, time frame for implementation and responsibility for completion of the training. In addition, the coordinator can assist in a needs analysis to identify current and future training needs.

## **ENVIRONMENTAL, HEALTH AND SAFETY SERVICES**

We have on staff an Environmental, Health and Safety Coordinator who can help your company reduce losses from accidents or illness. State and Federal regulations require an adequate safety plan be in place. Our office can assist you in meeting these requirements. The initial planning and the actual training can all be accomplished by contacting the Environmental, Health and Safety Office.

## **BUSINESS DEVELOPMENT SERVICES**

The Business Development Services program provides entrepreneurs with the resources and information they need to start and grow a successful business venture. The program provides adult entrepreneurship and financial education throughout the year through training workshops and individual consultations.

The Business Development Services program provides information in the following areas:

- Entrepreneurship Education
  - Vision and Mission Statements
  - Financial Management
  - Marketing Plan
  - Business Management
- Business Plan
- Effective Leadership
- Strategic Planning
- Risk Management
- Business Law
- Employee/Management Training
- QuickBooks Training

The overall objective of the program is to administer a training program that focuses on the challenges of the entrepreneur and empower him/her to bridge the gap between a business idea and building a profitable and successful business venture. You can visit Jackie Jabobi's website to learn more about the program and for many online resources: [www.JackieJacobi.com](http://www.JackieJacobi.com)

**Consumer  
and  
Financial Aid Information  
for Adult Students**

## TUITION AND FEES

Tuition and fees are charged by the semester and are due and payable on the first day of class unless other arrangements are made with administration approval. Payment can be made to Red River Technology Center by check, cash, money order, or cashier's check.

See Page 19 (of the Student Handbook) for details on tuition, textbooks and fees.

## FINANACIAL AID

Financial Aid is available to all qualified students. Sources of aid may include:

Federal Pell Grant (FAFSA application available at [www.fafsa.gov](http://www.fafsa.gov))  
OTAG (Oklahoma Tuition Aid Grant) part of LEAP (Leveraging Educational Assistance Partnership) funded by the federal government and the state of Oklahoma  
Oklahoma's Promise (formerly known as OHLAP)  
Oklahoma Career Tech Foundation Scholarships  
Bureau of Indian Affairs  
Oklahoma GI Bill (website [www.gibill.va.gov](http://www.gibill.va.gov))  
Veteran's Benefits (website [www.va.gov/vonapp](http://www.va.gov/vonapp))  
Department of Human Services  
ASCOG/Workforce Oklahoma  
Red River Technology Centers Next Step Scholarship  
Physician's Manpower Scholarship  
Vocational Rehabilitation Services  
Oklahoma National Guard Tuition Waiver Scholarships  
Various Local Scholarships

## INSTITUTIONAL REFUND POLICY

Students who withdraw on or before the 10<sup>th</sup> day for the enrollment period of which they enrolled and who 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 23<sup>rd</sup> for the first semester and January 18<sup>th</sup> for the second semester. After these dates, the student will be charged the full amount of tuition for the semester 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.

## TITLE IV ELIGIBILITY (PELL Grant)

To be eligible to receive Title IV funds, a student must be qualified to study at the postsecondary level. A student qualifies if:

- Has a high school diploma (a foreign school diploma will be accepted if it is equivalent to a U.S. high school diploma)
- Has the recognized equivalent of a high school diploma, such as a general education development or GED certificate
- Has complete homeschooling at the secondary level as defined by state law

Information regarding further requirements and the application process is available in the Financial Aid Office.

## CHECKING THE VALIDITY OF HIGH SCHOOL DIPLOMA

If Red River Technology Center or the Department of Education has reason to believe that a student's high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary school 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 maybe 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.

A 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 is unable to validate a student's high school completion status.

## PELL GRANT DISBUREMENT

The PELL Grant is awarded on basis of need (school costs and standard of living costs minus family resources) and satisfactory academic progress. The PELL Grant will be awarded in two equal disbursements. Students will receive their first disbursement

on the basis of being enrolled. For subsequent disbursements students will be paid only if their academic performance has been satisfactory and they are within the institutional attendance policy.

PELL Grant funds will be disbursed approximately four to six weeks from payment period beginning date. Tuition and book charges due will be deducted from the PELL disbursement each pay period.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academy Progress (SAP) is a condition of eligibility for students receiving federal financial aid at RRTC. The student must be enrolled at least half-time for the purpose of obtaining a certificate and maintain a cumulative grade-point average of 70% (C) or better, be within the attendance policy, and must maintain 85% of scheduled clock hours in each payment period. SAP also means that a student is proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time (maximum of 115% of usual time).

A student failing to make satisfactory academic progress is placed on scholastic warning status for one payment period. If at the end of that payment period SAP is still not met, the student's eligibility for federal student aid will be suspended.

To maintain PELL eligibility a student must meet all aspects of the satisfactory academic progress policy. For further Student Consumer Information on Title IV Financial Aid, contact the Financial Aid Office.

### **LEAVE OF ABSENCE**

An adult student requiring extended absences caused by circumstances beyond their control must request in writing a short-term leave of absence. Students must apply 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.**

### **RETURN OF TITLE IV FUNDS**

Students receiving Title IV Funds (Pell Grant) funding who drop, withdraw or fail to complete a payment period for which they have been paid, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed. **Leave of absence and other absences do not count as completed hours. Students who do not complete more than 60% of the payment period may be required to return a portion of the PELL Grant funding they received to the U.S. Department of Education.** RRTC will be required to return a portion of unearned PELL Grant funding received for tuition from the U.S. Department of Education. Students will be billed for the portion the school must return. A detailed Return of Title IV Funds worksheet is available upon request in the Financial Aid Office.

Students must return the funds to the list of sources in the following order:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan
- Perkins Loan
- PELL Grant
- FSEOG
- TEACH Grant
- Iraq/Afghanistan Service Grant

### **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.**

All students who receive VA benefits must submit a Certificate of Eligibility to the Counselor before the end of the first 30 days of school. If you are a veteran receiving VA benefits, you must submit a copy of your DD-214 within the 1<sup>st</sup> 30 days of school. Your enrollment will not be sent to the VA until you have submitted these forms to the Counselor.



**RED RIVER TECHNOLOGY CENTER**

**WAGE SUMMARY  
SECONDARY AND ADULT**

<b>CAREER PATHWAY WAGE</b>	<b>AVERAGE WAGE</b>	<b>MINIMUM WAGE</b>	<b>MAXIMUM WAGE</b>
Automotive Collision Repair	\$16.57	\$12.00	\$22.00
Automotive Service	\$13.81	\$11.53	\$16.00
Administrative & Information Support	\$9.87	\$9.75	\$10.00
Business Financial Management & Accounting	\$12.62	\$10.25	\$15.00
Construction	\$12.00	\$10.00	\$14.00
Maintenance/ Operations	\$12.00	\$10.00	\$15.00
Personal Care Services	\$11.50	\$8.75	\$13.00
Engineering and Technology	\$17.08	\$14.00	\$20.00
Therapeutic Services	\$10.00	\$9.00	\$12.00
Science and Mathematics	NA	NA	NA
Production	\$14.00	\$12.00	\$16.00
Manufacturing Production Process Development	\$16.00	\$14.00	\$18.00
Welding and metal Fabrication	\$15.75	\$12.00	\$20.00

**RED RIVER TECHNOLOGY CENTER**

**JOB PLACEMENT RATES  
FOR THE  
2014 – 2015 SCHOOL YEAR**

<b>Career Pathway</b>	<b>PERCENT</b>
Automotive Collision Repair	91%
Automotive Service	91%
Administrative & Information Support	80%
Business Financial Management & Accounting	80%
Construction	50%
Maintenance/ Operations	100%
Personal Care Services	92%
Engineering and Technology	100%
Diagnostic Services	91%
Therapeutic Services	90%
Science and Mathematics	NA
Production	80%
Manufacturing Production Process Development	100%
Welding and Metal Fabrication	99%

RED RIVER TECHNOLOGY CENTER

COMPLETION RATES  
FOR THE  
2014 – 2015 SCHOOL YEAR

Career Pathway	PERCENT
Automotive Collision Repair	91%
Automotive Service	87%
Administrative & Information Support	90%
Business Financial Management & Accounting	95%
Construction	47%
Maintenance/Operations	55%
Personal Care Services	68%
Engineering and Technology	91%
Diagnostic Services	88%
Therapeutic Services	92%
Science and Mathematics	91%
Production	63%
Manufacturing Production Process Development	50%
Welding & Metal Fabrication	94%

**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: <b>Institutional Information (§668.43)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school ie: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Information regarding the school's academic support and career tech career majors</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<p>Student Handbook and Consumer Information Handbook</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></p> <p><a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></p>
<p>What: <b>Financial Assistance (§668.42)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Net Price Calculator</li> </ul>	<p>Student Handbook; Consumer Information Handbook ; Financial Aid Policy and Procedures Handbook</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></p> <p><a href="http://www.Studentaid.ed.gov">www.Studentaid.ed.gov</a></p>
<p>What: <b>Family Education Rights and Privacy Act FERPA (§99.7)</b></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"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• 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</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's educational records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• 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</li> </ul>	<p>Student Handbook</p> <p>Board of Education Policy and Procedures Manual</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></p>
<p>What: <b>Completion/Graduation Rate and Transfer-out Rate (§668.45)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p> <p>What: <b>Gainful Employment Disclosures To: Prospective Students</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time, first-time student who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time, full-time undergraduate students</li> <li>• <b>Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc.</b></li> </ul>	<p>U.S. Department of Ed's College Opportunities On-Line Website: <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a></p> <p>Select: College Navigator</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></p>
<p>What: <b>Campus Security Report (§669.46)</b></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"> <li>• 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</li> <li>• Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• 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</li> <li>• Emergency Response and Evacuation Procedures</li> </ul>	<p>Student Handbook and Consumer Information Handbook</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></p> <p>Paper copy available in Main Office and Financial Aid Office</p>

<p>What: <b>Drug and Alcohol Abuse Prevention pursuant to Public Law 101-226</b></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"> <li>• Information on preventing drug and alcohol abuse</li> <li>• 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</li> <li>• A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol</li> <li>• A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>• A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>• 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</li> </ul>	<p>Student Handbook and Consumer Information Handbook</p> <p><a href="http://www.rrtc.edu">www.rrtc.edu</a></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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| <ul style="list-style-type: none"> <li>▪ Voter Registration Materials</li> <li>▪ GED Information</li> <li>▪ Grievance/Complaint Policy and Procedures</li> <li>▪ Student Behavior and Discipline Policy</li> <li>▪ Internet Use Policy</li> <li>▪ Attendance Policy</li> <li>▪ Satisfactory Progress Policy</li> <li>▪ Leave of Absence Policy</li> <li>▪ Copy Right Infringement Policy</li> <li>▪ Vaccination Policy</li> <li>▪ Constitution Day</li> </ul> | <p>Display available in Financial Aid Office</p> <p>Available in Main Office/GED Coordinator</p> <p>Student Handbook/Board of Education Policy Manual</p> <p>Student Handbook/Board of Education Policy Manual</p> <p>Student Handbook/Board of Education Policy Manual</p> <p>Student Handbook/Consumer Information Handbook</p> <p>Student Handbook/Consumer Information Handbook</p> <p>Student Handbook/Consumer Information Handbook</p> <p>Student Handbook/Consumer Information Handbook</p> <p>Student Handbook/Board of Education Policy Manual</p> <p>Student Handbook/Board of Education Policy Manual</p> <p>Student Handbook/Board of Education Policy Manual</p> |
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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):

Brook Holding  
 Red River Technology Center  
 3300 W. Bois D'arc  
 P.O. Box 1807  
 Duncan, OK 73534