



Student Consumer Information

2021 - 2022

PO Box 1807
3300 West Bois D'Arc
Duncan, OK 73533

Phone: (580) 255-2903
FAX (580) 252-1327
Toll Free 1-888-607-2446
www.rrtc.edu

Accredited by the
Oklahoma State Department of Education
and
Oklahoma Board of Career and Technology Education
July 1, 2021 – June 30, 2022

Red River Technology Center does not discriminate on the basis of race, color, sex, age, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, or genetic information. 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, Assistant Superintendent - bholding@rrtc.edu – (580) 255-2903 ext. 226
Lisa Williams, Director of Adult & Career Development – lgwilliams@rrtc.edu – (580) 255-2903 ext. 225
Red River Technology Center – 3300 West Bois D'arc, Duncan, OK 73533

Table of Contents

| | |
|---|----|
| Board of Education | 5 |
| Administration | 5 |
| Faculty | 5 |
| General Information for Adult Students | 6 |
| Financial Aid | 6 |
| Eligibility Requirements | 6 |
| Financial Assistance Available | 7 |
| Veterans Educational Benefits | 8 |
| Rights & Responsibilities of Recipients | 8 |
| Criteria Used to Determine Aid | 8 |
| Confidentiality | 9 |
| Verification | 9 |
| Professional Judgement | 9 |
| Transfer of Credit/College Credit | 10 |
| Credit Allowance from Prior Experience & Education | 10 |
| Award Notification | 10 |
| Title IV Processing Procedures | 10 |
| Satisfactory Academic Policy | 11 |
| Attendance | 11 |
| Leave of Absence | 12 |
| Attendance Based Termination | 12 |
| Procedure to Re-Establish Eligibility | 13 |
| Withdrawal Procedure | 13 |
| Institutional Refund Policy | 13 |
| Return of Title IV Funds | 14 |
| Post-Withdrawal Disbursements | 14 |
| Cost of Attendance 2020-2021 Academic Year | 15 |
| Net Price Calculator | 15 |
| Gainful Employment | 16 |
| Student Loans | 16 |
| Financial Aid Resources Available to Post Secondary Students | 16 |
| Adult Education & Literacy | 17 |
| Facilities & Services Available to Students with Disabilities | 17 |
| Federal Student Aid Funds Fraud | 17 |
| Relationship with the Department of Education-34 CFR 668.75 | 18 |
| Misrepresentation Regulations | 18 |
| Copyright Infringement Policy | 18 |
| Cybersecurity | 18 |
| Peer-To-Peer File Sharing | 19 |
| Voter Registration | 19 |
| Constitution Day | 19 |
| Immunizations | 19 |
| Emergency Response and Evacuation Procedures | 20 |
| Campus Security | 20 |
| Weapons | 22 |
| Search and Seizure | 22 |
| Use of Drugs, Alcohol and Tobacco Products | 23 |
| Referral Agencies | 27 |
| Responsibility for Implementation | 29 |
| Annual Notice of Required Disclosures of Student Consumer Information | 31 |
| Red River Technology Center Campus Map | 31 |

BOARD OF EDUCATION

| | |
|-----------------------|----------------|
| Dee Williams ----- | President |
| Sam Porter ----- | Vice President |
| Ricky Sanders ----- | Deputy Clerk |
| Kristie Gaines ----- | Member |
| Lance Strickland----- | Member |

ADMINISTRATION

| | |
|----------------------|--|
| Dennis Loafman ----- | Superintendent |
| Brook Holding ----- | Asst. Superintendent/Campus Director |
| Misty Wade ----- | Program Director |
| Lisa Williams ----- | Director of Adult Career and Development |

FACULTY

| | |
|-------------------------|--|
| Baxter, Elizabeth ----- | Practical Nursing |
| Bohn, Krissy ----- | Practical Nursing |
| Brown, Kent ----- | Safety and Environmental Services |
| Case, Josh ----- | Automotive Collision Technology |
| Cates, Sidney ----- | Welding |
| Churchman, Amanda ----- | Practical Nursing Director |
| Conway, Jamie ----- | Director of Students Services |
| Dobey, Steven ----- | Computer and Telecommunications Specialist |
| Ensley, Theresa ----- | Bid Assistance |
| Estes, Stacy ----- | Automotive Service Technology |
| Evens, Michaels ----- | Automotive Service Technology |
| Fish, Lauran----- | Health Careers Certification |
| Gay, Janice ----- | AE&L/High School Equivalency Coordinator |
| Harwell, Corey----- | Precision Machine |
| Hooker, Kristy ----- | Academic Services Coordinator |
| Jacobi, Jessica ----- | Health Careers Certification |
| Johnson, Jacob ----- | Industrial Coordinator/Business Development Services |
| Leyrer, Bill ----- | Electronics |
| Livingston, Rita ----- | Public Information Officer |
| Loafman, Davis ----- | STEM Education |
| Long, Laura ----- | Health Careers Certification |
| Loveday, Kim ----- | Assessment Center Coordinator |
| McMains, Krystal ----- | Biomedical Sciences |
| Ottwell, Todd----- | Welding |
| Pogue, Janet ----- | Career Information Specialist |
| Pollock, Kelly ----- | Biomedical Sciences |
| Prater, Jeffrey ----- | Emergency Medical Services |
| Rawlings, Gerry ----- | Assessment & Testing |
| Slate, Amanda ----- | Cosmetology |
| Smith, Fonda ----- | Academic/Instructional Coordinator |
| Snider, Kaitlyn ----- | Biomedical Sciences |
| Suson, Curtis ----- | Computer-Aided Drafting |
| Tanaka, Cody ----- | Computer and Telecommunications Technician |
| Taylor, Gretchen ----- | Pre-Engineering |
| Weast, Letitia ----- | Business and Information Technology Education |
| Williams, Gary ----- | Heating, Ventilation, AC & Refrigeration |
| GED Instructor ----- | High School Equivalency |

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: <https://www.fafsa.ed.gov> or <http://www.ed.gov/studentaid>

Eligibility Requirements

In order to participate in a Title IV program (Federal Student Aid), a student must be enrolled in a program, which is a minimum of 600 clock hours in length and should be enrolled on a full-time or a half-time basis. A full-time student is defined as a student attending at least 30 clock hours per week and a half-time student attends at least 15 clock hours per week.

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

1. Is a regular student, this means enrolled in an eligible program for the purpose of obtaining a certificate.
2. Is enrolled or accepted for enrollment as a post-secondary student who possesses a high school diploma, high school equivalency demonstrated by the student passing a state or nationally recognized examination that equals the equivalent of a high school diploma, or documentation that the student has completed a secondary education in a homeschool setting.

***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 proof of successfully passing a state or nationally recognized test for high school equivalency. 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.

3. Is a US citizen or eligible noncitizen
4. Is a permanent resident of the US; or provides evidence from the Immigration and Naturalization Service that he or she is in the United States for other than temporary purpose with the intention becoming a citizen or permanent resident; or is a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
5. Has financial need.
6. Is maintaining satisfactory progress in the course of study he or she is pursuing according to the standards of this institution.
7. Does not owe a refund on a Federal Pell Grant or be default on a Stafford, GSL, FISL, SLS or Plus Loan at any institution.
8. Post-secondary male students upon their 18th birthday must be registered with the Selective Service unless exempt.

Eligibility requirements specific to programs are discussed below. 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 declared eligible will be paid.

FINANCIAL ASSISTANCE PROGRAMS AVAILABLE

FEDERAL PELL GRANT

The Federal Pell Grant Program is a federally funded grant program for post-secondary students who are enrolled in approved programs of study. The program must be a minimum of 600 clock hours and 26 weeks of study.

A pell grant is not a loan, so it does not require a repayment unless a student does not complete more than 60% of their payment period. The Financial Aid Office follows a standard method, established by federal regulations, to calculate the dollar amount of your Pell Grant. Grants range from \$672.00 to \$6,495.00 for eligible students during the 2021 - 2022 year.

Any post-secondary student may apply by obtaining an application from either the Administration Office, Financial Aid Office, or online at <https://fafsa.ed.gov>. The student, with the parent's help, if applicable, must fill out the application.

The family financial situation determines whether a student may receive a grant and the amount of the grant. **Red River Technology Center's federal school code is 005312.** The Financial Aid Officer is available to help students make corrections to their FAFSA application if needed.

A Student Aid Report will be received, generally, within one week of application. This report includes a summary of the application information and the determination of the student's 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 student.

OKLAHOMA TUITION AID GRANT (OTAG)

An OTAG is a non-repayable grant for student residents of Oklahoma. Selection is based on financial need and household size. OTAG is a part of LEAP (Leveraging Educational Assistance Partnership) and is funded by the federal government and the state of Oklahoma. For consideration you must apply as soon as possible after October 1, 2020. The Financial Aid Officer requests an approved list from OTAG, when it is received the aid officer checks to see if students on list are eligible then sends it back to OTAG. OTAG then sends the requested funds to Red River Technology Center for the eligible students. The Bursar Office writes the individual checks and gives them to the student or applies the funds to the students account if there is a balance due to the school. At that time, the Financial Aid Officer returns a confirmation report to OTAG that the funds have been disbursed.

RODNEY J. LOVE NEXT STEP SCHOLARSHIP

Eligibility:

1. Must attend a full-time day program. Tuition is waived for one full-time program amount. For the 2021 - 2022 year the amount is \$2,625.00 full-time and \$1,312.50 for half-time students.
2. Must have a high school diploma or demonstrate high school equivalency as stated above. Graduates may be awarded tuition scholarships within two years of completing high school OR
3. Be an eligible veteran with an honorable discharge and provide a certificate of eligibility and/or DD-214
4. Scholarships are awarded at the beginning of each semester and subject to minimum attendance and GPA requirements.

OKLAHOMA PHYSICIAN MANPOWER TRAINING COMMISSION

Contact the Nursing Department Director or Financial Aid Officer for information.

VETERANS EDUCATIONAL BENEFITS

- Per Title 38, CFR 21.4267, Independent Study, students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or nontraditional self-paced or flex programs and will not be certified in the VA Once system by Red River Technology Center.

All qualifying veteran students who wish to receive the Rodney J. Love Next Step Scholarship must submit a Certificate of Eligibility and/or a copy of their DD-214 reflecting an honorable discharge.

Rights and Responsibilities of Recipients Include Fair Evaluation of Financial Need

In assessing financial needs, the goal is to treat applicants uniformly and fairly. 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.

For dependent students, three broad categories of a family's resources are examined in the need analysis. They are: Parent's Income (the Available Income Concept), Parent's Assets (the Income Supplement Concept) and Student resources. For independent students, income and assets are examined.

Criteria Used To Determine Aid

All student financial assistance is based on the assumption that a student needs the financial assistance in order to attend school, therefore a needs analysis is performed on all students applying for financial assistance. The student's income and assets, as well as the parent's income and assets, if applicable, are used to determine the resources available to the student attending school. The needs analysis is performed using the information submitted on the FAFSA through the Department of Education. An EFC (effect family contribution) number is produced and is used to determine the award. The Department of Education provides the school with a payment schedule to be used.

Confidentiality

All information (whether written or oral) that an aid applicant and or applicants 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 conflicting information 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**

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Tax Credits
- Income earned from work
- Number of Household Members
- Number in College
- High School Completion Status
- Identity/Statement of Educational Purpose

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.

Professional Judgement

As allowed by Title IV Federal Regulations Red River Technology Center uses the right of professional judgment (PJ) on a case-by case basis only. An adjustment to a student's adjusted gross income and dependency status will be considered only when proper documentation is provided.

Transfer of Credit/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 determine 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 clock 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 their current program of study.

College credit may be available to students completing their program 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 Jamie Conway, Student Services Counselor at 580-255-2903, ext. 230 or email jconway@rrtc.edu for further information.

Credit Allowance from Prior Experience and Education

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.

Award Notification

Based on the completion of the verification process, each student's grant eligibility is determined according to the guidelines set by the U.S. Department of Education. 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 a financial aid notification that contains the amount of the Pell Grant, along with the disbursement procedures.

Title IV Processing Procedures

The student will be informed of the amount and disbursement dates of the funds. After the awards are calculated a purchase order is typed and the Bursar Office is notified of who will be awarded. These student's will be submitted for approval by the School Board at the next scheduled school board meeting. After approval, a check is written by the Bursar Office and funds are disbursed to the students account receivable. If warranted, after tuition, books, and fees are paid, the student will be paid the credit balance. The Financial Aid Office then submits the pay documents to the Department of Education using federal processing programs.

The first disbursement will be processed the month after the student starts classes and will be half of the clock hours of the academic year. The second disbursement will be after the student has completed the hours in the first payment period and it is determined the student is making satisfactory progress. Half-time students will receive two disbursements which equal a total of one half of the clock hours in the academic year. A half-time student receives two disbursements in a pay period help to facilitate the payment of tuition more easily. Tuition is billed by the semester. If any student has remaining clock hours required to complete their program, a third pay period may be earned.

Before the second disbursement of the Federal Pell Grant, the Financial Aid Office sends a satisfactory progress report to the student's teacher for them to sign. If the student is not making satisfactory progress the report is given to the Student Services Counselor and they will meet with the student. The progress report will be approved by the counselor if possible or the student may be placed on probation. The student may receive payment for one probationary pay period. The second payment will not be disbursed until the student has completed all curriculum hours in the previous pay period. The Financial Aid Officer checks each student's progress report to determine when they are eligible for any subsequent disbursements.

Satisfactory Academic Policy

Satisfactory Progress means all students 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, or any other assistance awarded. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by possession of a high school diploma, proof of successful completion of a state or nationally recognized 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 (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 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 (grade point), clock/curriculum hours completed and attendance.

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

Curriculum Hours Completed – The clock/curriculum hours the student has been paid for must be 100% completed before receiving the next financial aid disbursement.

Attendance – Students must be in attendance according to the established attendance policy of Red River Technology Center:

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. RRTC realizes that students have legitimate reasons to be absent during the school year. However, in technical programs, it is imperative that students have hands-on in-person instruction whenever possible. This can only be accomplished if the student is attending classes on a consistent basis.

RRTC divides its attendance periods into morning and afternoon sessions. Students attending classes for a half day will be charged on absence for the session they miss. All day students will be charged a half day's absence for the sessions or sessions in which they are absent.

Students dismissed from RRTC due to attendance, must sit out the remainder of the current semester and the following semester before reapplying to a program of their choice, dependent upon the student satisfying all prior financial obligations to RRTC.

Secondary Student Attendance Policy – see Student Handbook for 2021-2022

Adult Student Attendance Policy

Adult Students are allowed **8 absences** per semester. Students who exceed 8 absences per semester may receive an administrative failure "F" for the grading period and face possible termination from their program. Adult students who are absent for the following reasons will be exempt and the absence will not be charged:

- Subpoenaed Jury Duty
- Subpoenaed Court Appearance
- Military Duty
- Job Interviews (Pre-approved by RRTC Administration)

Absences for agency appointments will not be exempt. Appointments are to be scheduled after school hours.

Tardiness

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 the session.

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 program. Students will not be paid for hours beyond their program length.
- Satisfactory progress is assessed at intervals (payment periods) corresponding with one-half of the academic year (clock hours and instructional weeks). When an interval spans a period of non-enrollment, example: summer break, then the progress will be assessed at the point where enrollment recommences.

Leave of Absence

Adult student may apply for **one** leave of absence per school year. Students must apply in writing and prior to taking the leave unless administration deems that they could not reasonably do so. Red River Technology Center may approve additional absences for medical reason 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 the absences in a timely manner.

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.**

Attendance Based Termination

Adult students not in attendance on the 1st day of class without notifying the RRTC Counselor will have their enrollment terminated. Post-Secondary students missing **5** or more consecutive days without notifying the RRTC Registrar will have their enrollment terminated and be dropped from class.

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

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 in order to receive further assistance.

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

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

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

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

The student will be informed of their status upon completion of the probation period. If the student is found to be unsuccessful in meeting the SAP guidelines, the student will face possible termination of enrollment upon the discretion of the administration for failure to meet satisfactory progress and lose their financial aid eligibility

Withdrawal Procedure

A student desiring to withdraw from Red River Technology Center must notify the instructor, counselor and/or assistant superintendent. The student will complete the enrollment change form stating the reason for withdrawal. Adult students are responsible for clearing any financial obligation with the bursar and financial aid offices. Students must return all 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 2021 - 2022 school year are August 23rd for the first semester and January 14th 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.

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

Refund Allocation order:

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

After the Return of Title IV worksheet has been completed by the Financial Aid Officer a letter is sent to the student by certified mail to notify them what they owe or what is owed to them. If they do not make satisfactory arrangements within 45 days the financial aid officer will report the required information to the Department of Education.

Return of Title IV Funds

Federal Regulations govern the Return of Title IV Funds disbursed to 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 pay period, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of time during the period that the student remained enrolled is the percentage of disburseable aid for the period that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the pay period.

To determine the period of enrollment for a program that is measured in clock hours, divide the total number of clock hours the student was enrolled in by the total number of clock hours in the payment period. This produces the percentage of aid that the student has earned during that enrollment period.

The responsibility to repay unearned aid is shared by the institution and the student. The institution has to return its share no later than 30 days after it determined that the student withdrew. The institution may allow the student to repay unearned aid attributable to a grant under a payment arrangement. The student has to make arrangements with the Department of Education to repay any amount that they owe directly to them.

Return of Title IV (R2T4) Exemption for Students Who Complete Early

Effective July 1, 2021, students who complete their curriculum early, ahead of their scheduled clock hours, will be considered to be an “Early Completer”, and not a withdrawal. This means that the school will have to calculate the R2T4 Exemption and re-prorate the amount of the Pell Grant that the student has earned based on the total clock hours completed divided by the number of hours in the student’s academic year.

The unearned portion of the Pell Grant must be paid back to the Federal Pell Grant Program by the school, and it is not considered to be a liability of the student (**pending confirmation from USDE**).

The institution is no longer allowed to keep 100% of the Pell disbursed since most students who complete early would have completed more than 60% of the payment period hours. The 60% allowance only applies to students who withdraw from the program before completing both the scheduled hours and the curriculum hours.

Since the program hours should represent the actual amount of time it takes students to successfully complete the curriculum, to be able to achieve certification, and to be qualified for gainfully employed at the entry level, **students completing early should be the exception and not the rule.**

POST-WITHDRAWAL DISBURSEMENTS

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 Disbursement toward unpaid charges. Any portion of the Post-Withdrawal Disbursement not credited to the students account will be offered as a disbursement to the student.

To determine if a Post-Withdrawal Disbursement is due to a student, the amount of aid disbursed is compared to the amount of aid that could have been disbursed for the same pay period. If the amount that could have been disbursed is more than has actually been disbursed, a Post-Withdrawal Disbursement is warranted.

Cost of Attendance – 2021-2022 Academic Year

Students enrolled in the following BITE Programs will incur book fees: Administrative Assistant and Account Payable/Receivable 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 Bursar Office.

Students in the HVAC/R or Electronics programs **may** have additional testing fees. See Bursar for 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 program of 1050 clock hours @ \$2.50 per clock hour

| | <u>Independent</u> | <u>Dependent</u> |
|---------------------|--------------------|--------------------|
| In District Tuition | \$ 2,625.00 | \$ 2,625.00 |
| Student Allowance | +\$15,517.00*** | +\$7,312.00*** |
| Books Fees | + As Listed Above | +As Listed Above |
| *TOTAL | \$18,142.00 | \$ 9,937.00 |

*Actual Total will vary according to program's books and fees as listed above Licensed Practical Nursing Students charges are as follows:

| | <u>Independent</u> | <u>Dependent</u> |
|---------------------|--------------------|--------------------|
| In District Tuition | \$ 3,682.50 | \$ 3,682.50 |
| Student Allowance | +\$ 21,335.00*** | \$10,066.00*** |
| Books & Fees | +\$ 3,245.53 | +\$ 3,245.53 |
| *TOTAL | \$28,263.03 | \$16,994.03 |

OUT OF DISTRICT TUITION IS DOUBLE IN DISTRICT COST

Expense Budget Figures Based on the Consumer Price Index as of December 2020 – released January 13, 2021 (December 2019 to December 2020 percent change = 21.4%) [***The values for the student allowances are the 2020-2021 amounts multiplied by 21.4% (inflation rate) from the BLS.]

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

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

All career training programs at Red River Technology Center lead to the ability of gainful employment in the student's chosen field. For information about graduation rates, program costs, placement rates, related occupations and other important information, please contact Mrs. Jamie Conway, Counselor, Mrs. Sherri Branch, Financial Aid Officer and any member of RRTC Administration. Information is also available at www.rrtc.edu.

Student Loans

Red River Technology Center does not participate in the Federal Student Loan Program, however, RRTC 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.

Financial Aid Resources Available to Post Secondary Students

PELL GRANT: Federal Financial Aid contact Sherri Branch, Red River Technology Center, Financial Aid Officer 580-255-2903 ext. 269. Email sbranch@rrtc.edu. FAFSA application filed online at <https://fafsa.ed.gov/>. Begin with establishing a FSA ID. Red River Technology Center's Federal School Code is 005312.

VOCATIONAL REHABILITATION: Students with disabilities should contact the Oklahoma Vocational Rehabilitation Office, 1105 W. Main, Suite A, Duncan, OK 73533. <http://www.okrehab.org/> Phone 580-255-1115

COMANCHE NATION HIGHER EDUCATION: Contact office P.O. Box 908, Lawton, OK 73502, Phone 580-492-3363, www.comanchenation.com

CHICKASAW NATION HIGHER EDUCATION: Local Office, 1911 W. Plato, Duncan, OK 73533, Phone 580-470-2131, www.chickasaw.net

APACHE NATION HIGHER EDUCATION: Phone 405-247-9493 ext. 118, Email HigherEducation@ApacheTribe.org

CHOCTAW NATION CAREER DEVELOPMENT PROGRAM: Phone 866-933-2260, www.choctawcareers.com

EQUUS WORKFORCE SERVICES: Contact Amber Meyer, Talent Development Specialist, Phone 580-255-2903 ext. 250, amber.meyer@EquusWorks.com

VETERAN BENEFITS ELIGIBLE STUDENTS: for further information contact Sherri Branch, Financial Aid Officer or Jamie Conway, Counselor, phone 580-255-2903

TUITION PAYMENT ARRANGEMENTS: Contact Brook Holding, Assistant Superintendent, Red River Technology Center at 580-255-2903 ext. 226 or Megan McNair, Bursar, at 580-255-2903 ext. 278.

NEXT STEP SCHOLARSHIP: Recent high school graduates should contact Jamie Conway, Counselor for details. Phone 580-255-2903 ext. 230, Email jconway@rrtc.edu.

OKLAHOMA PHYSICIANS MANPOWER NURSING STUDENT ASSISTANCE PROGRAM: Forms available in the RRTC Financial Aid Officer from Sherri Branch. Visit www.pmtc.ok.gov for details. Phone 405-843-5669, Email pmtc@pmtc.ok.gov

OKLAHOMA TUITION AID GRANT/OKLAHOMA'S PROMISE SCHOLARSHIP: Questions should be directed to Sherri Branch, Financial Aid Officer, 580-255-2903 ext. 269, email sbranch@rrtc.edu

STATE AND LOCAL SCHOLARSHIP APPLICATIONS FOR VARIOUS AWARDS: Jamie Conway, Counselor. Phone 580-255-2903 ext. 230, Email jconway@rrtc.edu

ADULT BASIC EDUCATION AND ENGLISH LEARNERS: Contact Janice Gay, 580-255-2903 ext. 222, Email jgay@rrtc.edu or Lisa Williams, 580-255-2903 ext. 225, Email lgwilliams@rrtc.edu

Adult Education and English Literacy

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 (High School Equivalency 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)

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.

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 High School Equivalency classes or to schedule High School Equivalency testing, contact Janice Gay, AE&L/ High School Equivalency 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 Jamie Conway at (580) 255-2903, Ext. 230, or jconway@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.

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>

Relationship with the US 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.

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.

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.)

Cybersecurity (Gramm-Leach-Bliley Act [GLBA])

Red River Technology Center protects information and data in compliance with the Federal Trade Commission's Safeguards Rule (implemented under the GLBA). For further information contact the IT Director or a member of RRTC Administration staff.

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.

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.

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.

Emergency Response and Evacuation Procedure

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.

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 assistant superintendent. 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 assistant superintendent 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 Assistant Superintendent 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

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 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 assistant superintendent immediately if you become aware that a registered sex offender is on campus.
- RRTC does not recognize any off-campus student organizations.

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, 2017:

| | 17-18 | 18-19 | 19-20 |
|--|-------|-------|-------|
| Homicide-Murder & Non-negligent manslaughter | 0 | 0 | 0 |
| Homicide-Negligent manslaughter | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Sex Offenses: Forcible/Non-Forcible | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| Referrals for Liquor Law Violations | 0 | 0 | 0 |
| Drug Abuse Violation | 0 | 0 | 0 |
| Referrals for Drug Law Violations | 0 | 0 | 0 |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Referrals for Illegal Weapons Possession | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |

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.

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 |

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 Statement

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.

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 |

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!

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
Duncan, OK 73534 (580) 252-9120

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 or
Oklahoma City, OK 73103 (405) 239-6264

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: (Stephens, Jefferson & Cotton Counties)
Wendy Bohannon

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

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
Asst Superintendent/Campus Director
Red River Technology Center
3300 W. Bois D’Arc
Duncan, OK 73533

Lisa Williams
Director of Adult and Career Development
Red River Technology Center
3300 W. Bois D’Arc
Duncan, OK 73533

(580) 255-2903, Ext. 226

(580) 255-2903, Ext. 225

CONTINUATION OF THE NATIONAL EMERGENCY CONCERNING THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC

Red River Technology Center will continue to operate in the 2021-2022 fiscal year under the guidance of the U.S. Department of Education, Oklahoma Department of Education and Oklahoma Department of Career and Technical Education, in accordance with the National Emergency Concerning Covid-19 Pandemic. As information and recommendations continue to evolve, students and staff will be notified of procedures for their health and safety.

[National Emergencies Act (50 U.S.C. 1622(d))] [86 FR 11599]

In the instance of future pandemics, natural disasters, or any other interruption of the educational process, please refer to RRTC Administration for current guidelines and details.

Red River Technology Center

Annual Notice of Required Disclosures of Student Consumer Information
2021 - 2022

| 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 programs • Entities that accredit, license, or approve the school and its programs 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> | <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:</p> <p>http://nces.ed.gov/IPEDS</p> <p>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> |
|--|--|---|

Additional Student Consumer Information

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Voter Registration Materials ▪ GED Information ▪ Grievance/Complaint Policy and Procedures ▪ Student Behavior and Discipline Policy ▪ Internet Use Policy ▪ Attendance Policy ▪ Satisfactory Progress Policy ▪ Leave of Absence Policy ▪ Copy Right Infringement Policy ▪ Vaccination Policy ▪ Constitution Day ▪ Misrepresentation Regulations ▪ Disruption to the Educational Process | <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/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>Consumer Information Handbook</p> <p>Consumer Information Handbook/Student Handbook</p> |
|--|---|

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, sex, age, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, or genetic information. 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, Assistant Superintendent - bholding@rrtc.edu – (580) 255-2903 ext. 226

Lisa Williams, Director of Adult & Career Development – lwilliams@rrtc.edu – (580) 255-2903 ext. 225

Red River Technology Center – 3300 West Bois D'arc, Duncan, OK 73533

