# SOUTHWEST TECHNOLOGY CENTER STUDENT POLICIES AND CONSUMER INFORMATION

2026 – 2027

Student Policies and Consumer Information updates that are Board approved after the initial Board approval of the handbook, will be placed on our website at www.swtech.edu.

# GREETINGS FROM THE SUPERINTENDENT

Welcome to Southwest Tech! We are excited you have chosen to continue your education and career journey with us.

As a student at SW Tech, you will receive the very best career training available that will set you up for success in your respective field and in life. We encourage you to make the most of your time at Tech and take advantage of the services, resources, and opportunities available.
We encourage you to approach each day with a positive attitude, a strong work ethic, and a willingness to learn and grow. These actions will make you a successful student and, ultimately, successful in your career. We want you to be actively involved in your program and student organization, as it will provide you with the most comprehensive educational experience possible. At SW Tech, you are part of a community that believes in your potential and is dedicated to preparing you for success in both your career and life. We look forward to supporting you throughout your journey and wish you a safe, productive, and rewarding school year.

If you encounter any challenges during your time at Tech, our team is here to help. We welcome the opportunity to help you see your full potential and find your purpose. Challenge yourself to be the best at what you do and enjoy your experience at SW Tech.

Make the 2026-2027 school year the BEST one yet!

Sincerely,

Ericka Wiginton

Ericka Wiginton
Superintendent

# SOUTHWEST TECHNOLOGY CENTER
# BOARD OF EDUCATION

| | |
|---|---|
| Dennis Vernon | President |
| Mike Duffy | Vice President |
| Jarrod Abernathy | Clerk |
| Katy Butchee | Member |
| Danna Robinson | Member |
| Ericka Wiginton | Superintendent |

## *VISION*

*Enhance the quality of life for Stakeholders.*

## *MISSION*

*Changing lives one career at a time.*

## *CORE VALUES*

- *Investing in the Community*
- *Success*
- *Changing Lives*
- *Excellence*
- *Integrity*

# Southwest Technology Center

## 2026 - 2027

### July

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

### August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### September

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

### October

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

### December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

### January

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

### February

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

### March

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

### April

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

### May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### June

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| July | August |
|---|---|
| **1** - FY 27 Begins | **3-4** - OKACTE Oklahoma Summitt |
| **3** - Independence Day Holiday (closed) | **7** - In-House Faculty & Staff Meetings |
| **30** - 10 & 11 Month Peronnel Report | **11** - Co-Op In-Service Partner Schools |
| **30 Jul - Aug 11** - Professional Days | **12** - First Semester Begins/ |
| | FT Students Report |
| | **14** |

| September | October |
|---|---|
| **7** - Labor Day (SWTC Closed) | **16-19** - Fall Break (SWTC Closed) |
| **16** - P/T Conference 3-6 pm | |
| **21.5** | **20** |

| November | December |
|---|---|
| **11**-Veterans Day (SWTC Closed) | **18** - First Semester Ends |
| **23-27** - Thanksgiving Holiday | **21 Dec - Jan 1** - Christmas Holiday |
| (SWTC Closed) | (SWTC Closed) |
| **15** | **14** |
| **84.5 Days** | |

| January | February |
|---|---|
| **4** - Second Semester Begins | **10** - P/T Conference 3-6pm |
| Students Report | **15** - Presidents Day/Co-Op In-Service |
| **18** - Martin Luther King Day | (No Students) |
| (SWTC Closed) | |
| **19** | **19.5** |

| March | April |
|---|---|
| **15-19** - Spring Break (SWTC Closed) | |
| **26-29** - Easter Holiday (SWTC Closed) | |
| *Inclement Weather Days | |
| **16** | **22** |

| May | June |
|---|---|
| **18** - SWTC Graduation | **25** - Last Day 11 Month Personnel/ |
| **21** - Second Semester Ends | FT Students |
| **26** - Last Day 10 Month Personnel | |
| **31** - Memorial Day (SWTC Closed) | |
| **15** | |
| **91.5 Days** | |

**176 Instructional Days**

Professional Days

Holidays

Semester Begins/Ends

P/T Conference

*Should school be dismissed for any unforeseen reason, days lost will be made up on March 26th & 29th respectively

Approved by SWTC Board of Education on November 10, 2025.

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## SECTION I - ORGANIZATION AND ADMINISTRATION

### I - A ADMINISTRATION AND STAFF

Allen, Kimberly/MEd……...……..…….……..…….Career Guidance Counselor
Atteberry, McKenzie/BS….……..…Entrepreneurship Instructor
Biddy, Sarah/BS…….……...…… Empower Program Coordinator
Broaddus, Shelby/AA……..…….……...Cosmetology Instructor
Brooking, Keith/BS……Pre-Engineering Instructor
Carter, Jason…….... Business Development Center Assistant Director
Coats, Jo Ann...…….…… Custodial Maintenance/Bus Driver
Cox, Monica/BBA….……...…….....…Financial Aid Director
Duncan, Courtney..……Administrative Assistant/Enc. Clerk & Activity Fund Cust.
Dunlap, Vanessa……...……Custodial Maintenance
Evans, Kerry/BBA.....……...…Business & Industry Service Director
Farr, Cassie/BSA…..…….……...…Chief Financial Officer
Feller, Steve...……...……...….Asst. Director of Maintenance
Forster, Steve/AAS……...Construction Trades Instructor
Gable, Stephen/BS...……...…….……...….Small Business Management Coordinator
Gonzales, Aracely/BBA..……..Business & Computer Technology Instructor
Grimes, Larry…….....Aviation & Aerospace Technology Instructor
Grivois, Broc ……..……Custodial Maintenance
Hitter, Serenna/M.Ed.,SHRM-SCP……..……Business Manager
Hurst, Kendall/BBA……...……....Career Readiness Coordinator
Johnston, Teresa..…….....Administrative Assistant/Student Services/Assessment Specialist
Jumper, Blaine/MSN,RN…….……..Licensed Practical Nursing Instructor
Keller, Zachary…….....Information Systems Specialist
Lazenby, Jill/BBA….…….……..…Communications and Marketing Director
LeGrand, Amber/PN...……...……...……Health Science Technology Instructor
MacSporran, Janine...……...……..Graphic Design Instructor
McAskill, Bonnie/MBA.....BDC Administrative Assistant Healthcare Specialist
McPherson, Candice/MSN,RN……..……....Licensed Practical Nursing Instructor
Mulkey, Kelly……..Healthcare Instructor
Nichols, Andrea…….Administrative Assistant/Benefits Clerk
Odom, Nicholas……...……..Aviation & Aerospace Technology Instructor
Patterson, Brad/BS…….……..……Biomedical Sciences Instructor
Prickett, Listena/M.Ed…….……..……Aviation Maintenance Coordinator
Pruett, Lane/M.Ed …..…….……..Chief Operations Officer
Reyes, Hernan……Custodial Maintenance/Bus Driver
Roberts, Blake…..……..……..…….…….Automotive Technology Instructor
Rogers, Christie/MS.....……...…….……....Student Services Director
Schmitt, Joe...……Aviation & Aerospace Technology Instructor/Coordinator
Schroyer, James ……Aviation & Aerospace Technology Instructor
Seedig, Gina...…….……..……...Cosmetology Instructor
Snapp, Leslie/BS.…….……...APEX Accelerator
Stone, Brent.....…….....Metal Fabrication Instructor
Tims, Tyler/MSN, RN..……...……..…...…….....LPN Coordinator
Trammell, Loretta…….……Administrative Assistant/Student Records/Accounts Clerk
Walker, Carol/BBA…….……..…….……Teacher Prep. Instructor
Wiginton, Ericka/MBE…….……Superintendent/Chief Executive Officer
Williams, Mike/AA.…….…….....Information Technology Director

## I - B STUDENT POLICIES

This handbook is provided to assist the students in becoming acquainted with Southwest Technology Center. Each student should keep this handbook as a ready reference to questions which may arise during the school year. Student policies apply to post-secondary as well as to secondary students.

## I - C OPERATIONS

Southwest Technology Center is under the administration and supervision of a duly elected Board of Education in cooperation with the Oklahoma Department of Career and Technology Education. This school serves as an extension of the school districts, which are members of the Southwest Technology Center District, and is a part of the total education program of these communities. High school students applying for training must be students in good standing at their home schools and have approval of parents, home schools, and the Technology Center for enrollment.

## I - D ACCREDITATION

Southwest Technology Center School District No. 27 is fully accredited by the Oklahoma Department of Career and Technology Education. Some programs at Southwest Technology Center receive accreditation approval from additional organizations and/or agencies. These programs are listed below.

| PROGRAM | NAME OF ACCREDITING GROUP | STATUS OF APPROVAL |
|---|---|---|
| Automotive | Automotive Service Excellence | Full Approval |
| Technology | National Automotive Technician Education Foundation, Inc. | Full Approval |
| Full-Time | Approved for VA Benefits | Full Approval |
| Programs | Oklahoma Department of Veteran's Affairs State Approving Agency | |
| PN Program | Oklahoma Board of Nursing | Full Approval |
| Aviation | Federal Aviation Administration | Full Approval |
| Cosmetology | Oklahoma Board of Cosmetology | Full Approval |

Current or prospective students wishing to review documents describing the institution's accreditation, approval, or licensing should submit a written request to the Superintendent's office. Within ten (10) working days of submission of the request, documents will be made available to the student for inspection.

## I - E NON-DISCRIMINATION POLICY

SWTC complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1974, and Section 504 of the Rehabilitation Act of 1973, the American's with Disabilities Act (ADA), and other federal laws and regulations. It is the policy of Southwest Technology Center to provide equal opportunities without regard to race, color, national origin, sex, age, disability or veteran status in its student admissions, educational service, financial aid, and employment.
There will be no discrimination by the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to community groups for utilization of facilities.

Christie Rogers, Student Services Director and Kimberly Allen, Career Guidance Counselor have been designated to coordinate compliance with the requirements and carry out the responsibilities contained in Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity.

Christie Rogers or Kimberly Allen may be contacted Monday – Thursday, 8:00 AM - 4:00 PM and Friday, 8:00 AM – 3:00 PM:

Christie Rogers, Director of Student Services
Title VI/Section 504 Compliance Coordinator
Southwest Technology Center
580-480-4740
711 W. Tamarack Rd
Altus, OK 73521
504coordinator@swtech.edu

Kimberly Allen, Career Guidance Counselor
Title VI/Section 504 Compliance Coordinator
Southwest Technology Center
580-480-4733
711 W. Tamarack Rd
Altus, OK 73521
504coordinator@swtech.edu

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Lane Pruett, Chief Operations Officer
580-480-4729
or
Ericka Wiginton, Superintendent
580-480-4726
Southwest Technology Center
711 W. Tamarack Rd.
Altus, OK 73521

Outside Assistance may be obtained from:
U.S. Department of Education
Office for Civil Rights
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550 (877) 521-2172 (TTY)
(816) 268-0599 (Fax) E-mail: OCR.KansasCity@ed.gov

This notice is available in additional alternative formats upon request.

## I - F STUDENT RECORDS

Southwest Technology Center maintains an educational record for each student who is or has been enrolled at the Center. These records may include such information as grades, attendance, work experience, work habits and attitude, personal appearance, and character. These records are kept in order to assist in job placement and to accurately answer inquiries from prospective employers. Attendance and grade records for high school students will be transferred to the home high school to become a part of their permanent record. Daily progress records are kept by each instructor, and a grade report will be furnished to each student at the end of each nine (9) week period.

## I - G ACCESS TO STUDENT RECORDS

Student records are maintained by Southwest Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All student records are available for inspection by the student. Current students wishing to review their records must submit a written request to the Chief Operations Officer. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

## I – H RELEASE OF STUDENT INFORMATION

Information about students and former students gathered by Southwest Technology Center is of two types: Directory and Confidential. Any information shall be released only in accordance with this policy and in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Oklahoma Open Records Act.

**1. DIRECTORY INFORMATION**

Information which routinely appears in student directories and may be freely released. Upon written request this information will be treated as confidential.

A. Student's name
B. Grade level
C. Program of study
D. Awards or honors
E. Certificates

Parents of students may request that any part or all of directory information be withheld by notifying the Chief Operations Officer, or a designee, in writing within ten (10) calendar days after the first scheduled day of class or the fall term of such election. All written request for non-disclosure will be honored by Southwest Technology Center for one (1) academic year.

The official educational records of a student may be inspected by the student's parents, who upon filing a written request for a hearing may also challenge the contents of the records. Inspection must take place in the Administrative or Counseling Offices, and records **may not** be removed from the school premises.
The rights of parents become the rights of the student when the student attains the age of eighteen (18) years.

**2. CONFIDENTIAL INFORMATION**

This is all other information contained in the student's educational record and can be released only upon written consent of the owner of the privacy right, with the exceptions as designated in the Family Educational Rights and Privacy Act of 1974, as amended, which waives prior consent. Confidential information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to the information without the written consent of the owner of the privacy. However, schools may, but are not required to, share information from a student's education records with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their child.
- Schools may inform parents, if their child is under 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

## I – I STUDENT COMPLETION AND FOLLOW-UP DATA

Completion and follow-up data is collected annually by the Oklahoma Department of Career and Technology Education. A copy of this data is available through the Chief Operations Officer's office upon request.

## I – J VISITORS

Visitors wishing to tour our facilities must have prior administrative approval. Visitors will not be allowed to visit students during class without permission from the Administration. Students may not bring visitors to the classrooms or labs without permission from the instructor and the appropriate administrator.

## SECTION II - EDUCATION AND SUPPORTIVE SERVICES

### II - A ASSESSMENT CENTER

Assessment is provided for all students enrolling in full-time programs. Students will have the opportunity to obtain ODCTE and/or YouScience Industry Certifications, along with other specialized certification tests relevant to their specific programs.

### II - B WORK BASED LEARNING

Participation in a work-based learning program is available to qualified students during the semester of the program prior to graduation. Student selection is based on classroom work, attendance, work attitude, reliability, and appearance.

### II - C COUNSELING/ADVISEMENT SERVICES

Professional staff members are available to advise students who desire help with academic and/or career-related concerns. A variety of assessment systems are available to help identify interest, aptitude, and competencies and to assist students in choosing realistic career goals. Staff members are ready to assist with personal concerns and counseling service resources are readily available.

### II - D DISABILITY SERVICES

Any disabled person requiring specific information regarding services should contact the Student Services Department Monday through Friday between the hours of 8:00 AM and 4:00 PM at (580) 477-2250 or 504coordinatior@swtech.edu. Facilities are accessible to persons in wheelchairs.

### II - E JOB PLACEMENT

Every effort is made to assist students with job placement. Job Placement is done primarily through the program instructors at SWTC. They maintain close contact with the various businesses in our area that can potentially employ our students. Student services has a bulletin board outside the Career Guidance Counselor office where employment opportunities are posted. Job opportunities are also displayed on the TVs located in the hallway and the student center. Job listings are distributed to each program area as received throughout the year.

### II - F PERSONS DESIGNATED TO PROVIDE STUDENT CONSUMER INFORMATION

Current and prospective students may request a paper copy of Consumer Information or any reports referenced in this document.

The Department of Education makes publicly available Transparency in College Tuition for Consumers at http://nces.ed.gov/collegenavigator/ in a sortable and searchable list of all Title IV participation institutions and related consumer information for the most recent academic year. Southwest Technology Center's current information is listed on this site.

The Student Services Director, Financial Aid Coordinator, and Chief Financial Officer/Treasurer are designated as the responsible parties for distributing consumer information to current and prospective students at Southwest Technology Center. Information may be obtained during regular business hours Monday – Thursday, 8:00 AM - 4:00 PM and Friday, 8:00 AM – 3:00 PM by calling (580) 477-2250.

### II – G ADULT EDUCATION AND LITERACY, ENGLISH LITERACY, FAMILY LITERACY

The Adult Education and Family Literacy Program (AEFL) sponsored by Southwest 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 to obtain a high school equivalency diploma (GED or HiSet)
- Adults who need to learn English as a second-language—primarily spoken English (Reading and writing are taught to the more advanced student)
- Family Literacy

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.
AEFL classes are scheduled year round at Southwest Technology Center. Check with the Adult Education & Family Literacy Director at Southwest Technology Center about classes in your community.
Adult education classes and materials are provided free of charge to students.

To enroll in AEFL classes you must complete an online Adult Basic Education Application at www.swtech.edu through the enroll now button on the home page.

## SECTION III - ADMISSIONS

Southwest Technology Center admits all eligible students without regard to race, color, national origin or religious beliefs. All federal and state guidelines concerning admittance for students receiving aid will be adhered to. Admission requirements may vary according to the program being offered. In general, admission requirements may include having a high school diploma or high school equivalency diploma (GED and HiSet), as well as a review of the applicant's interests, aptitude, and work history. Admission to the technology center or to specific programs shall not be contingent upon any single measure but upon a combination of factors including but not limited to achievement levels, aptitude, interest, work history, and ability to benefit in terms of employment. In-district secondary students who are enrolled in the eleventh (11) or twelfth (12) grades have first priority in all day classes. Secondary students wishing to return for the second year of a two-year program will have priority over first-year students provided they have the instructor's recommendation and are in good standing. In- district adult students will have second priority in full-time classes. Out-of-district secondary students will have third priority, followed by out-of-district adult students. All out-of-district students are admitted on a space available basis.

### III – A ESTABLISHING RESIDENCY FOR ADMISSION PURPOSES

The district of Southwest Technology Center is established by partner school districts, identified as **Altus, Blair, Duke, Granite, Hollis, Mangum, Navajo,** and **Olustee-Eldorado**. Individuals with residence and residing inside these districts are considered in-district for purposes of admission and the establishment of tuition rates. An in-district resident is a person who has established legal/permanent residence inside the district of Southwest Technology Center by the first day of class for the student. This definition **excludes** temporary living with a relative or friend. Proof of residence is required. Examples of proof of residency that will be accepted are:

1. Paid utility (electric, gas, water) receipts in the name of the student or spouse at an in-district address. * (P. O. Box not accepted.)
2. Receipt for rent/lease/house payment in the name of the student or spouse at an in-district address. *
3. Property tax receipt to named student or spouse for identified in-district residence.

If student, secondary or adult, is known to be an out-of-district resident but is a property taxpayer within the district, as evidenced by a property tax receipt to named student* or spouse for in-district property, then tuition shall be charged at the in-district rate. All other out-of-district students shall be charged out-of-district tuition as per tuition schedule.
* If prospective student is a minor by age, items 1, 2, and 3 are acceptable if in the name of parent or legal guardian, with guardianship being established by legal documentation.

Students who live in the following Career Tech Centers districts: Caddo-Kiowa, Canadian Valley, Great Plains, Mid-America, Red River, and Western, may receive residency status by agreement from their respective career tech center.

### III - B SECONDARY STUDENTS

Southwest Technology Center admits high school junior and senior students on the basis of interest, ability, aptitude, and performance in previous schoolwork. Students with a previous history of poor grades, attendance, or adjustments to school may be denied admission.

### III - C SECOND YEAR STUDENTS

Students wishing to return to Southwest Technology Center the second year must be recommended by their instructor and be in good standing. An instructor's recommendation is based on student attitude, grades, and attendance.

### III - D POST-SECONDARY STUDENTS

Any student who is not currently enrolled in high school and who is beyond the State of Oklahoma's mandatory age of 17 is classified as a post-secondary student. Any student returning on a thirteenth-year scholarship, is considered a post-secondary student/adult. All programs accredited for post-secondary education award a certificate to students who successfully complete that program. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

### III - E INSURANCE

Students attending Southwest Technology Center should be covered under a family insurance and hospitalization plan or purchase an accident policy available from the home school or from most insurance agents at a modest cost. All students will be required to sign an affidavit verifying insurance coverage or, if they have no coverage, to sign a release of medical health liability on the part of Southwest Technology Center. Southwest Technology Center or its governing Board of Education does not assume the responsibility (whether the student is high school, post-secondary, full time/part time or short term) for the payment of hospital or medical treatment fees.

### III – F ASSESSMENT POLICY PREREQUISITES

The following policies and procedures pertain to students, and/or potential students who are enrolled in or seeking enrollment in a full-time training program at Southwest Technology Center.

**ASSESSMENT OF STUDENTS**

- All adult students applying for admission to full-time programs will be assessed. Adult students who graduated within the past two years can submit their high school transcript with ACT scores for their assessment or a college transcript.

- Students with an IEP will not have to test prior to enrollment at Southwest Technology Center. IEP's must be submitted to the Counselor prior to the start of class. A copy of the student's IEP will be kept on file at SWTC. A representative of SWTC should participate whenever possible in the annual IEP meeting while student is enrolled at SWTC.

- Any post-secondary individual that has participated in another agency's testing program or that has tested at another educational institution may substitute those results for the entrance exams when it is deemed appropriate by SWTC's guidance personnel.

**PROGRAM ASSESSMENT (INSTRUCTIONAL)**

Each program instructor or director will meet the following guidelines in regard to instructional testing in their program.

**Occupational Competency Exams**

A. Each program will identify all occupational areas that their program covers.
B. Each program will identify a competency exam that correlates to the occupational areas associated with each program.
C. Each program must have on file a definition of "Program Completer".
E. SWTC will maintain a file on a student's competency exams for no less than five (5) years.

## III – G HIGH SCHOOL CREDIT

All daytime programs at Southwest Technology Center shall meet at least 176 instructional school days per school year and be accredited for 3 units. Comprehensive schools may elect to give the student four (4) units of credit each year if the SWTC class meets for a length of time equal to that where four (4) units of credit are offered in the comprehensive school. Requests for courses to be offered for less than 3 units of credit on a pilot basis must be made to the Oklahoma Department of Career and Technology Education and the Accreditation Section at the State Department of Education.

## III – H ADVANCED STANDING TRANSFER OF CREDIT POLICY

It shall be the policy of the Southwest Technology Center to admit students to the career tech programs on an advanced standing basis. Advanced standing shall be based on an evaluation of individual's previous educational experience and the application of such education to the requirements of specific courses within the program of study.
Students who feel that they are proficient in an area of study offered at SWTC may apply for advanced standing credit. In order to receive advanced standing credit, a student must successfully complete a comprehensive written and skills test. The test will be administered by a qualified representative of SWTC and must include both a written cognitive assessment along with a supervised skills demonstration assessment. A student will be charged a $50.00 advanced standing credit fee along with a $25.00 per hour assessment fee to cover the cost of the test administration. Students may apply for advanced standing through a program instructor, the student services director or counselor.

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the Administration and the instructor involved, and credit may be granted for appropriate units of instruction.

If prior or advanced standing credit is granted to the student for previous education or training experiences such credit will be documented in the student's file, and the student will not be charged tuition for the advanced standing credit hours.

## III – I PRIOR EXPERIENCE CREDIT EVALUATIONS

Due to the nature of the training at this school, it is unlikely that any previous education or training will be granted. However, the school will collect and evaluate all previous military education and training of all VA beneficiaries and will clearly indicate if appropriate credit has been granted after the evaluation. Both previous education and training transcripts form previously attended school and veteran military transcripts (Joint Services Transcripts, CCAF transcripts, VMET's etc.) must be provided for evaluation within 30 days of program enrollment. VA student certifications will be terminated if these documents are not provided within 30 days of enrollment.

If prior or advanced standing credit is granted to the student for previous military experiences such credit will be documented in the student's file, and the student will not be charged tuition for the advanced standing credit hours.

## III – J CAREER TECHNOLOGY COURSES AND HIGH SCHOOL GRADUATION REQUIREMENTS POLICY

In as much as the Oklahoma State Board of Education has approved specified courses of study taken at Career Technology Centers to count as math and/or science credit in meeting the requirements for high school graduation, the Board of Education hereby adopts a policy commensurate with the actions of the Oklahoma State Board of Education.

Southwest Technology Center shall submit grade reports to the high schools of partner school districts at the end of each grading period. Qualifying courses of study for math and/or science credit will be noted for partner high schools with regard to awarding appropriate math and/or science credit in meeting the requirements for high school graduation as approved by their local boards of education.

Criteria stipulated in the publication Oklahoma Requirements for High School Graduation requires such courses of study be taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education. In as much as the State Board of Education has approved these courses of study with the aforementioned criteria, the policy of Southwest Technology Center Board of Education is to ensure the criteria is met before certifying grades to high schools for consideration in meeting the requirements for high school graduation.

Applicable courses of study at Southwest Technology Center are:
Computer Technology – Business Computer Technology. Courses that may apply based on approval by sending school are the following: HST- Anatomy & Physiology. Bio-Med & Pre-Engineering - PLTW courses as a Science credit.

## III – K PRIOR LEARNING ASSESSMENT

Students can receive college credit hours towards an Associate of Applied Science Degree utilizing Prior Learning Assessment (PLA) credit and completing 12 hours of credit at Western Oklahoma State College or other participating higher education institutions.

Biomedical Sciences & Pre-Engineering - Credit earned through concurrent enrollment.

## III – L REGISTERED SEX OFFENDER/FELON

Southwest Technology Center is a small campus with all students, high school (minors) and adults, having access to each other during the day. Based on the commingling of populations due to program access and common facilities, Southwest Technology Center daytime programs and activities are not available to a registered sex offender under Oklahoma's Sex Offenders Registration Act. To determine this status, the question, "Are you a registered sex offender?" is part of Southwest Technology Center's enrollment/application form. Evening Adult Career Development (ACD) classes are available for enrollment.

Southwest Technology Center trains for a variety of career programs, some of which deny industry certification to felons. Based on those industry workplace training requirements, felons are not admitted to those career training programs. In order to make this determination, prospective students are asked the question, "Have you ever been convicted of a felony? If 'yes', explain and provide the name, address, and contact information of your most recent pardon and parole officer." An inquiry will be made regarding rules and conditions of pardon and parole, and access to an education/training environment that includes minor children.

# SECTION IV - INSTRUCTION

## IV - A TUITION AND FEES

There is no charge for in-district secondary students. Senior students attending Southwest Technology Center for the first time may be eligible to return for the second year of a two-year program without paying tuition if they enroll the first semester immediately following graduation from high school via 13th year scholarship w/teacher recommendation and in good standing. Tuition for in-district adult students is $3.00 per clock hour of instruction. In-district students are those students residing in the school districts of Altus, Blair, Duke, Granite, Hollis, Mangum, Navajo, and Olustee-Eldorado. Out-of-district adult students will be required to pay $6.00 per clock hour. The cost to the student will depend on the number of clock hours for each program, and this varies. Tuition covers instructional costs only. Other fees may be assessed for books, supplies, technology devices, online curriculum, graduation, etc., and will vary according to each program.

By the end of your first week in class, all tuition paying students must pay the tuition due or make arrangements for payment with the business office. For those who are receiving financial aid, a late payment agreement must be made with the student billing clerk until financial aid is processed. Late payment agreements will not exceed nine weeks and are only applicable if student is in compliance with financial aid application procedures and verification procedures. At the beginning of your second week, those who have not done so will not be admitted to class.

**ANY STUDENT WHO ENTERS INTO A CONTRACTUAL AGREEMENT FOR PAYMENT OF TUITION WILL BE REQUIRED TO HONOR THE TERMS OF SUCH AN AGREEMENT. FAILURE TO DO SO WILL RESULT IN TERMINATION FROM THE PROGRAM. A STUDENT WILL BE DEEMED DELINQUENT IF HE/SHE BECOMES OVER 30 DAYS PAST DUE ON THEIR PAYMENT SCHEDULE AND SUBJECT TO DISMISSAL AT SUCH TIME. ALL STUDENT'S TUITION, FEES, AND BOOKS MUST BE PAID IN FULL BEFORE THE STUDENT WILL BE ELIGIBLE TO RECEIVE A COMPLETION CERTIFICATE AND/OR TRANSCRIPT BEFORE HE/SHE MAY ENROLL IN ANY FUTURE CLASSES AT SWTC. THIS INCLUDES POLICIES THAT PREVENT ENROLLING, ASSESS A LATE PENALTY FEE, REQUIRE SECURING ALTERNATIVE OR ADDITIONAL FUNDING, DENY ACCESS TO ANY SCHOOL RESOURCES, CLASSES, LIBRARIES, OR OTHER INSTITUTIONAL FACILITIES THAT ARE AVAILABLE TO OTHER STUDENTS THAT HAVE PAID. AN INSTITUTION MAY REQUIRE STUDENTS TO PRODUCE THE VA'S CERTIFICATE OF ELIGIBILITY BY THE FIRST DAY OF CLASS, PROVIDE WRITTEN REQUEST TO BE CERTIFIED, AND/OR PROVIDE ADDITIONAL INFORMATION NEEDED TO PROPERLY CERTIFY. SOUTHWEST TECHNOLOGY CENTER IS COMPLIANT WITH PUBLIC LAW 115-470.**

**There will be a $25.00 fee charged for any returned check.**

## IV – B TUITION REFUND POLICY AND TITLE 38 REFUND POLCY

If a tuition paying student is dropped or withdraws prior to attending 60% of a semester/trimester, that student will be given a refund based on actual hours attended. Conversely, a student who withdraws after attending 60% of the semester/trimester **will not** be entitled to a refund. The unused portion of any tuition paid in excess of a $20.00 administrative fee will be refunded according to the following scale:

Number of hours attended * $3.00/hr (in-district) = Cost of Tuition
(Including absences) $6.00/hr (out-of-district)
**Tuition paid - Cost of tuition = Amount of Refund**

There is no refund on books, supplies, uniforms, or technology items that cannot be resold to another student due to health and sanitary reasons or change in curriculum.
Students Termination of Training form must be properly completed and signed by the student and returned to the business office prior to a tuition refund check being issued. Students must personally present ID and sign for the refund check at the time it is picked up.

**Return of Title IV repayment formulas will be used for all students receiving Pell Grants in all long term programs. Please see the 'Title IV Return of Funds' section of this handbook for calculations and additional information. For VA Educational Beneficiaries, Title 38 refund policies will be followed. Please see the 'VA Educational Assistance Beneficiaries Policies' section of this handbook for detailed information.**

The student can expect a refund to be mailed to him/her within (20) working days if he/she has provided the school with a forwarding address. Should a student believe the individual circumstances warrant exceptions from this published policy the student may appeal in writing to the Chief Financial Officer. The appeal must be addressed to Southwest Technology Center, Chief Financial Officer, 711 W. Tamarack Rd, Altus, OK 73521.

**VA REFUND POLICY-TITLE 38**:
For VA students, SWTC maintains a refund policy under the provisions of Title 38 that provides a refund for the unused pro-rated portion of tuition, fees, and other charges in the event that the VA student fails to enter the course, withdraws, or discontinues enrollment at any time prior to completion. Students may be in debt for early withdrawal or incompletion. If a tuition paying student is dropped or withdraws prior to attending 60% of a semester/trimester, that student will be given a refund based on actual hours attended. Conversely, a student who withdraws after attending 60% of the semester/trimester **will not** be entitled to a refund. An established administrative fee in the amount of $20.00 need not be subject to proration. Refunds must be completed within 40 days per the Code of Federal Regulation (CFR) 21.4255

Information regarding Veteran's Educational Benefits is located at:
www.gibill.va.gov
or call 1-888-442-4551 to visit with a Veteran's Benefit Counselor to determine eligibility.

## IV – C FEDERAL TITLE IV RETURN OF UNEARNED FUNDS POLICY

A student receiving Title IV financial aid understands that:

- They must be making satisfactory progress to continue Pell eligibility, and that tuition, books, and or fees owed will be deducted from each Pell disbursement.
- Students must report any changes in enrollment that may affect their financial aid.
- If a student drops or withdraws from school prior to completion or ahead of schedule, they may be liable to pay back any overpayment of Pell funds received while attending SWTC. This means that if you withdraw or are dropped by the school for any reason after receiving the Federal Pell grant money, you may have to repay part of the grant money given to you. If you do not complete at least 61% of the hours in the payment period (subtracting all absences, even excused absences), it will be considered a grant overpayment and you will have to pay back a prorated portion of the grant money. You will be ineligible for any other Title IV aid from any school until you have paid it back.
- Students must report all financial assistance received to the financial aid office."

**Calculating Title IV Return of Unearned Funds and Repayment Formulas Used**
As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see the Attendance Requirements and Attendance Policy for Students on Financial Aid in this handbook, in the Financial Aid Policies and Procedures Handbook, or at www.swtech.edu; obtain a hard copy in the Counselor's Office, the Chief Finance Officer's Office, the Chief Operations Officer's office, the Administrative/Business Office, or the Financial Aid Office), and a leave of absence has not been requested (or one has been requested but denied) on the 5th day of non-attendance the student will be unofficially withdrawn upon that day.

The calculation used is by payment period. A payment period consists of 450 clock hours and 15 weeks for programs of 900 clock hours or more or half the clock hours in the student's program for programs less than 900 clock hours. The last date of attendance is the date used as the calculation for scheduled hours for the student's attendance on the Return of Title IV Funds Calculation Worksheet. Institutional charges incurred by the student are tuition and fee charges for which the student was responsible that were assessed by SWTC for the payment period. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours the student was scheduled to complete in the payment period upon the student's last day of attendance. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that a percentage of the scheduled award remains unearned and must be returned to the U.S. Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all (100%) of the grant money for that pay period.

Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.

- Percent earned = Number of clock hours completed up to the withdrawal Date** divided by total clock hours in the payment period or period of enrollment
- Percent unearned = 100% minus percent earned

When a student receives federal financial aid in excess of earned aid, the school returns the lesser of:

- Institutional charges multiplied by the unearned percentage, or
- Title IV federal financial aid disbursed multiplied by the unearned percentage the student returns:
- Any remaining unearned aid not covered by the school
- Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

The student can be billed for funds the institution is required to repay*Federal financial aid includes the federal Pell Grant.
**Withdrawal date is defined as the student's last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence.

A Return of Title IV funds calculation will apply if the date that the student completes is before the end date of the payment period as in the case of a student that has completed the required competencies or work in less time than expected. The guidance for this decision can be found in the Federal Student Aid Handbook, Volume 5, Chapter 1 that indicates a student is considered to have withdrawn in the case of a program that is measured in clock hours if the student does not complete all of the clock hours and weeks of instructional time in the payment period that the student was scheduled to complete.

Once the amount of Title IV aid earned by the student and school is determined by the Financial Aid Office, the student will receive a certified letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student.

Upon withdrawal, if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed (see the Post-Withdrawal Disbursements section of this handbook). If the amount earned by the student is less than the amount disbursed, then a Title IV Return of Fund calculation is performed. Current regulations specify a student does not have to repay a Pell grant overpayment of $50 or less. If the amounts earned and disbursed are equal, no further action is taken.

Example 1: A student receives a Pell grant in the amount of $3,048 for a payment period that is 450 clock hours in length. As of the student's last date of attendance, the hours scheduled to be completed for the payment period are 400 of the 450 hours, which is 88.9%. In this case, neither the student, nor the school owe any money back.

Aid to Be Returned
If the student receives more Pell grant monies than the amount earned, SWTC or the student, or both, must return the unearned funds. When a return of Pell grant funds is due, both SWTC and the student could have a responsibility for returning funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's earned/unearned funds are calculated. SWTC will return all unearned funds within 30 days from the date Financial Aid Coordinator determines the student withdrew. Necessary funds will be returned to the Federal Pell Grant Program by the business office by reducing the authorization drawn from G5 or by electronic transfer payment through the G5 system.
If a student owes a repayment to the Pell Grant Program, SWTC will notify the student by certified mail within 30 days that he/she must repay the overpayment. In the notification SWTC will inform the student:

- That the student owes an overpayment of Pell Grant funds
- That the student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

There are two positive actions a student can take to extend eligibility for Title IV funds.

- The student may repay the overpayment in full to the school within 45 days
- The student may sign a repayment agreement with the Department of Education

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported to NSLDS and referred to the Department of Education for collection:

Mailing address: National Payment Center
P.O. Box 105028
Atlanta, GA 30348

The student should contact the school to discuss his/her options.

## POST-WITHDRAWAL DISBURSEMENTS OF TITLE IV FUNDS

**Explanation of Post-Withdrawal Disbursement**
If the Return to Title IV Funds calculation determines the student received less federal aid money than the amount earned, SWTC will make a disbursement of the earned aid that was not disbursed if the student has met all other eligibility requirements (i.e. SAP, completed all hours from the previous pay period). Per regulations, SWTC will credit a student's account with a post-withdrawal disbursement for current tuition and fee costs. Earned funds in excess of tuition and fees will be provided to the student. SWTC will send notification no later than 30 calendar days after the date the Financial Aid Office determines the student withdrew. The student will then be sent a mailed notification about the post-withdrawal disbursement. SWTC will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located or refuses the funds as per a written

and signed statement, the funds will then be returned to the Federal Pell Grant Program. In dealing with crossover period post withdrawal disbursements, the Financial Aid Coordinator reserves the right to use the previous ISIR on a case-by-case basis for the benefit of the student.

## SECTION V - FINANCIAL AID

Several sources of financial aid are available to students meeting specified criteria. Information is available through the Financial Aid Office.

### V - A BUREAU OF INDIAN AFFAIRS (BIA)

BIA grants may provide tuition, supplies, and living expenses to individuals who are at least 1/4 Indian and listed on tribal rolls. Contact your tribal agency educational office or the American Indian Education & Training Employment Center at 1-405-521-9047 for application information.

### V - B DEPARTMENT OF REHABILITIVE SERVICES

Vocational Rehabilitation assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. In some cases, DRS pays tuition, fees, books, and supply costs. Eligibility, application, and funding is determined by the Oklahoma Department of Human Services. Contact a local Vocational Rehabilitation Counselor at 580-482-8605 for more information.

### V - C NEXT EXPERIENCE IN TRAINING SCHOLARSHIP (NEXT)

Next Experience in Training (NEXT) Scholarship is for students in full time programs only. It covers up to 1000 hours of tuition for students who meet the qualifications and start the program prior to their 21st birthday. Student will be responsible for the balance, if any, of tuition and for all books, fees, equipment, tools, uniforms, and supplies.

Applicants must have been awarded a high school diploma from any in-district, public, home school and maintained a 2.5 GPA. Transcript required for application or documentation of successfully completing the high school equivalency exam.

Applicants must have completed the FAFSA application identifying SWTC school code 030087.

**Application Procedures**
Applications may be obtained online at www.swtech.edu in the Administrative/Business Offices or in the Counselors' Offices.

**Criteria for Selecting Recipients from Group of Eligible Applicants**
Student eligibility is determined by the Student Services Director and Career Guidance Counselor.

1. Must reside in the Southwest Technology Center School district and provide proof of residency per SWTC policies and Consumer Information Handbook.
2. Eligibility for a scholarship does not guarantee admission into an occupational program at SWTC. Applicants must complete all admission requirements, be accepted for admission, and be enrolled before this scholarship can be awarded. There are only 2 scholarships available in each full-time program.
3. Applicant must either have a high school diploma from any in-district public or home school and have maintained a 2.5 GPA on their transcript or obtained a high school equivalency diploma and reside in the SWTC district.
4. Applicants must provide SWTC a final high school transcript with their date of graduation or a high school equivalency diploma.
5. Applicants must complete a Free Application for Federal Student Aid (FAFSA) identifying SWTC school code 030087 each year by going to www.studentaid.gov. Application must be turned in 45 days prior to start date of program to be eligible for consideration.

For complete guidelines see the application for NEXT scholarship at www.swtech.edu

**Method and Frequency of Disbursements**
The waiver will be applied before any tuition or fees charges are assessed to the student's account.

### V - D NURSING STUDENT ASSISTANCE PROGRAM

Physician's Manpower is a nursing student scholarship/loan assistance program that is forgiven/repaid by a work obligation. Applications must be made by June 30th at http://pmtc.ok.gov/nurses.

### V - E OKLAHOMA HB 3350 CAREER TECHNOLOGY TUITION WAIVER

HB 3350 waives tuition at career techs for children of peace officers, fire fighters, military personnel, and Oklahoma EMT's who died in the line of duty and children of members of Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. The law states "Such waiver of resident tuition and nonresident tuition shall be limited to a period of five (5) years."

## V – F OKLAHOMA'S PROMISE/OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

Purpose of the Oklahoma's Promise
This is an Oklahoma Scholarship for students that take a required list of academic classes in high school and meet a GPA of 2.5. Student eligibility is determined by the Oklahoma State Regents of Higher Education (OSRHE). Students will be required to file FAFSA for each year of attending a post-secondary education institution which will provide the required income verifications.

Application Procedures
This scholarship is applied for by the student at their high school when they are in the 8th, 9th, 10th, 11th, or 12th grade.
The final deadline to submit your application is December 31 of your 12th-grade (senior) year. Applications must be submitted or postmarked by this date.

Eligibility Requirements
Eligibility is dependent upon enrollment in a financial aid approved career option. Criteria for continued eligibility and re-establishing eligibility are based upon the same satisfactory progress requirements for PELL. Students who believe they may qualify should contact the Financial Aid Office to ensure proper procedures are taken for the student to receive their benefit.

Criteria for Selecting Recipients from Group of Eligible Applicants
Student eligibility is determined by the Oklahoma State Regents of Higher Education (OSRHE). Students must maintain required standards set by the OSRHE for the scholarship. All students who meet the eligibility requirements receive scholarships.

Criteria for Determining Amount of Student's Aid
The amount of aid is determined annually by the OSRHE and is dependent upon enrollment in a financial aid approved career option.

Method and Frequency of Disbursement
Oklahoma's Promise funds are credited to a student's account each semester and if there is a credit balance a check is made and disbursed to the student.

A list of program courses that have been approved for Oklahoma's Promise/OHLAP credit by the State Board of Regents can be located in Student Services.

## V - G HORATIO ALGER ASSOCIATION

Horatio Alger Scholarships are intended for promising students who have critical financial need, demonstrate integrity and perseverance in overcoming adversity, and determined to succeed. Application period: March 15 – June 15. Apply online: https://horatioalger.org/career-technical-education-scholarships/

## V - H OKLAHOMA TUITION AID GRANT (OTAG)

Purpose of the Oklahoma Tuition Aid Grant Program
The Oklahoma Legislature enacted the Oklahoma Higher Education Tuition Aid Grant Act authorizing and directing the Oklahoma State Regents for Higher Education to implement a program of Oklahoma Tuition Aid Grants. The purpose of these grants is to assist Oklahoma post-secondary students with demonstrated financial need to meet the cost of attendance at Oklahoma post-secondary institutions. Student State Incentive Grants (SSIG) are known as Oklahoma Tuition Aid Grants (OTAG) in this state. These grants pay up to 75% of the cost of tuition and fees for 10 months to eligible residents of Oklahoma.

Application Procedures
Students desiring to apply for OTAG should follow the application procedures for Title IV funds by completing a Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov. The student must complete the Oklahoma residency section in order to qualify. For best consideration, the student needs to have filed a FAFSA as soon as possible after October 1st.

Eligibility Requirements
To be eligible for a grant and to receive payments a student must:

- Meet Federal Pell Grant eligibility requirements
- Be enrolled or accepted for enrollment as post-secondary (undergraduate) student.
- Have substantial financial need as determined annually in accordance with OTAG criteria.
- Be a legal resident of Oklahoma
- Maintain satisfactory progress and attendance in his/her course of study.
- Not be in default on a student loan for undergraduate students received for attending any institution.
- Not owe a refund on a Title IV grant received from any institution.
- Sign the statement on the FAFSA that money received will be used solely for expenses related to attendance or continued attendance at SWTC.

Criteria for Selecting Recipients from Group of Eligible Applicants
Eligible applicants are funded to the limit of available funds on a first come, first served basis. Deadlines for application are established yearly. All students who meet the eligibility requirements receive scholarships. Criteria for continued eligibility and re-establishing eligibility are based upon the same satisfactory progress requirements for PELL.

Criteria for Determining Amount of Student's Aid
Grant amounts are based on:

- Financial need: awards run from 5 to 75% of tuition and fee costs for 10 months depending upon applicant's financial strength.
- Costs at the school applicant attends
- The Oklahoma Board of Regents makes final decisions.

Method and Frequency of Disbursement
Students are advised of awards by the Financial Aid Coordinator after receipt of a list from OSRHE of eligible recipients who are attending SWTC. Payment is by check, usually twice during a ten-month enrollment period. Checks are sent to the school and disbursed by the PELL Activity Fund Custodian in the Business Office.

## V - I OTHA GRIMES SCHOLARSHIPS

### Otha Grimes Memorial Scholarship

Purpose of Otha Grimes Memorial Scholarship
The Oklahoma Career Tech Foundation administers the Otha Grimes Memorial Scholarships which are reserved for adult students who have initiated formal training to achieve technology career objectives.

Application Procedures
Applicants must use the authorized application form provided online through CTYou.org in the Financial Aid Coordinator's office, fill it out as directed and return it to the Financial Aid Coordinator's Office by the stated deadline.

Criteria for Selecting Recipients from Group of Eligible Applicants
Scholarships are reserved for adult students who may not qualify for other scholarships or student assistance programs. Scholarships are awarded more on the basis of need and commitment, rather than on grades. Scholarships are determined by the Oklahoma Career Tech Foundation. The scholarship stipulates that the award be used toward books, tuition, and other direct expenses incurred for technology training.

Method and Frequency of Disbursements
Scholarships are awarded once each semester (Fall and Spring). Funds are issued to the school and are applied first toward tuition and fees. If tuition and fees have been paid by other sources, a check is then issued by the Business Office Activity funds custodian to the student for approved expenses.

## V - J PELL GRANT

Federally funded grant program which provides funds for adult students in post-secondary educational training. For more information please see the Financial Aid Coordinator, Monica Cox in the Administrative Office of SWTC. She may be contacted at 580-480-4734 or mcox@swtech.edu or see the Financial Aid Policies and Procedures Handbook available in the Financial Aid Office, Administrative Office, or Student Services Office at SWTC.

# Application Process

***SWTC's Federal Code is 030087.**

Adult students are encouraged to apply for financial aid. Students can complete the "Free Application for Federal Student Aid" (FAFSA) in print or online at studentaid.gov. Identify SWTC as your school choice on the FAFSA application. Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct.

The 2026-2027 FAFSA will be available for students to apply beginning on December 31, 2026. The 2024 income information will be used to determine financial eligibility for career majors taken in the 2026-2027 school year.

Anyone who provides information on your FAFSA form will be considered a contributor. It refers to anyone (you, your spouse, your biological or adoptive parent, or your parent's spouse) who's asked to provide their information, consent and approval to have their federal tax information transferred automatically from the IRS into the FAFSA for, and signature on your FAFSA form.

### Creating a StudentAid.gov Account

To start your online 2026-2027 FAFSA form, you will need create your StudentAid.gov account. When you create your account, enter your name and Social Security Number (SSN) exactly as they appear on your social security card.
For the 2026-2027 FAFSA form, every contributor who's required to provide information on the FAFSA form – needs a StudentAid.gov account before accessing and completing their section of the online form.
Note: Contributors without a SSN can create a StudentAid.gov account to fill out their portion of a student's 2026-27 FAFSA form online.

### Gathering the Documents Needed To Apply for 2026-2027 FAFSA Form

You might need the following information for documents as you fill out the 2026-27 FAFSA form:

- Your parents' SSNs if you're a dependent student
- Tax returns
- Records of child support received
- Current balances of cash, savings, and checking accounts
- Net worth of investments, business, and farm

If you are starting the 2026-2027 FAFSA form for the first time on FAFSA.gov, select "Start New Form" and enter your account username and password to access the FAFSA form.

**Determining Your Dependency Status**

The FAFSA form asks a series of questions that determine whether you are a dependent or independent student for purposes of applying for federal student aid. If you are a dependent student, you must repot parent information, as well as your own information, on your application. If you're curious, you can find out now whether you're a dependent student.

**Reporting Parents' Information**

If you're a dependent student, you'll need to report parent information on your FAFSA form. Visit our page on reporting parent information to find out who counts as your parent, what to do if you don't live with your parents, and what to do if you don't have access to your parents' financial information.

Is My Parent A Contributor When I Fill Out My 2026-27 FASFA Form? – Helps dependent students determine which parent's information to include in the 2026-27 FAFSA form.

Who Is My Parent When I Fill Out the 2026-27 FAFSA Form? – Helps dependent students determine which parent's information to include in the 2026-27 FAFSA form.

**Reporting Spouse's Information**

If you are married (and not separated) and filed taxes jointly with your spouse, then you'll report your spouse's information on the 2025-26 FAFSA form, but they will not be identified as a contributor. But if you're married (and not separated) and didn't file taxes jointly with your current spouse, your spouse will be considered a contributor on your 2026-2027 FAFSA form.

**Providing Financial Information**

The FAFSA form asks for financial information, including information from tax forms and balances of savings and checking accounts.

- The 2026-2027 FAFSA form asks for 2024 tax information.
- The 2025–2026 FAFSA form asks for 2023 tax information.

**Note:** If your or your family's financial situation has changed significantly from what is reflected on your federal income tax return (for example, if you've lost a job or otherwise experienced a drop in income), you may be eligible to have your financial aid adjusted. Complete the FAFSA questions as instructed on the application (including the transfer of federal tax return and income information), submit your FAFSA form, then contact the school you plan to attend to discuss how your current financial situation has changed. Note that the school's decision is final and cannot be appealed to the U.S. Department of Education.

**What to Do If Your Parents' (or Your) Marital Status Has Changed Since Taxes Were Filed**

Here are some tips for this type of situation using the example of the 2026-2027 FAFSA form:

- The FAFSA form asks for marital status "as of today" (the day it's filled out). So, if the student or parent is married now but wasn't in 2024 (and therefore didn't file taxes as married), the spouse's 2024 income will need to be added to the FAFSA form.
- Similarly, if the student or parent filed 2024 taxes as married but is no longer married when filling out the FAFSA form, the spouse's income will need to be subtracted.
- And if the student or parent was married when filing 2024 taxes, then got divorced and is now married to someone else, the spouse will need to report their own income as a contributor.

The FAFSA help text covers all these situations in more detail as you're filling out the application.

**Automatically Transferring Your Tax Information**

2026-2027 **FAFSA® Form**

The Financial Aid Direct Data Exchange, replacing the IRS Data Retrieval Tool starting with the 2026-2027 FAFSA form, will transfer contributors' federal tax information from the IRS directly into your FAFSA form.

All contributors must provide consent and approval to

- disclose their personally identifiable information provided on the FAFSA form to the IRS for matching purposes;
- obtain their federal tax information from the IRS via direct data exchange;
- allow the U.S. Department of Education (ED) to use their federal tax information to determine the student's eligibility and amount of federal student aid;
- allow ED to share their federal tax information with colleges, career/trade schools, and state higher education agencies for use in awarding and administering financial aid; and
- allow ED to reuse their federal tax information on another FAFSA applicant's form (e.g., if a parent has multiple dependent students or a parent's own FAFSA form).

**NOTE:** Even if contributors don't have an SSN, didn't file taxes, or filed taxes outside of the U.S., they will still need to provide consent and approval.

**IMPORTANT:** If a required contributor doesn't provide consent and approval to have their federal tax information transferred into the FAFSA form, you (the student) will not be eligible for federal student aid—even if the contributor manually enters tax information into the FAFSA form.

To ensure the information is secure, the federal tax information won't display on the FAFSA site or the FAFSA Submission Summary.

**Signing and Submitting the FAFSA® Form**

2026-2027 **FAFSA® Form**

After you complete your required section of the FAFSA form online, you'll acknowledge the terms and conditions of the form and electronically sign your section. You can then submit your section of the FAFSA form. However, your FAFSA form won't be considered complete until all required contributors provide their information on the FAFSA form, give their consent and approval to transfer federal tax information into the form, and provide their signatures.

After you and your parent (and/or any other required contributor) sign and submit the FAFSA form, the form will be considered complete and will be submitted for processing.

If you submit the FAFSA form, you'll see a confirmation page that displays your completion date, data release number, and next steps. You'll also see your estimated Student Aid Index (a number used by college and career/trade schools to determine your eligibility for federal student aid), estimated Federal Pell Grant eligibility, and information about other federal student aid for which you may be eligible. This confirmation page is emailed automatically to you for your records.

Note: The Student Aid Index on the confirmation page is only an estimate. The official Student Aid Index will appear on the FAFSA Submission Summary.

**Taking the Next Steps**

Once you've completed your FAFSA form, there are more steps you have to take before you receive financial aid. Make sure you know what happens after you submit your FAFSA form.

Students can submit their FAFSA on the Web at https://studentaid.gov, they can mail the paper FAFSA with the envelope provided in the paper form, or the FAFSA can be sent electronically through the Financial Aid Office. TTT users (for the hearing impaired) may call 1-800-730-8913.

This Student Aid Index is the result of computations established by Congress involving the financial and non-financial data submitted on the application that indicates how much of your family's financial resources should be available to help pay for school. The method of computation is applied to all dependent and independent students uniformly. Students should review all the information on the FAFSA SUBMISSION SUMMARY. If any changes are needed on the FAFSA Submission Summary, the student can make corrections online using his/her FSA ID, or the student can resubmit by mail part two of the FAFSA SUBMISSION SUMMARY to the Pell Grant processor following the directions for making corrections on the form, or the Financial Aid Coordinator can submit the corrections electronically. After submission of any corrections, if necessary on the FAFSA Submission Summary, and if the student meets all eligibility requirements, they will receive an award letter notifying them of the amount of their Pell Grant award, any required documents, and projected payment schedule.

## Federal Pell Grant Eligibility

To be eligible for a Federal PELL Grant, a student must have an eligible SAI (Student Aid Index). This number is an index of the student's ability to contribute to the cost of education. Grant amounts are based upon cost of attendance, the Student Aid Index (SAI) and the hours a student will attend during an award year. The government provides a Payment Schedule annually to be used to determine the amount of a Pell Grant.

The neediest students will have an SAI of -1500 and may be eligible for the maximum award. As the SAI increases, the amount of the award decreases and, after a certain point, the award becomes 0. The SAI can range anywhere from -1500 to 999999, this is not a dollar amount. The SAI is available on the FAFSA SUBMISSION SUMMARY/ISIR which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The SAI is computed by the Central Processing System and is based on the information reported by the student on the financial aid application. Eligibility is also based upon meeting the general criteria which is listed in this handbook. All students that complete a FAFSA and are deemed eligible by the US Department of Education and the Financial Aid Coordinator will receive the Federal Pell grant amount that they are entitled to. Students may not receive a Pell Grant from more than one institution concurrently. Under the continuing appropriations, for the 2026-2027 award year, the maximum Pell Grant award remains fixed at $7,395. This situation could change at any time pending further action by Congress.

Under section 401(a)(2)(F) of the *HEA*, as amended, the minimum Pell Grant award is ten percent of the maximum award amount for the award year. Further, under section 401(b)(1)(B)(ii), Federal Pell Grant awards should be rounded to the nearest $5. Therefore, the Federal Pell Grant minimum award amount for 2026-2027 is $740.

the *FAFSA Simplification Act* changed the process for determining the amount of a student's Scheduled Pell Grant award. The Department will no longer publish a Pell Grant Payment and Disbursement Schedule for use in determining a student's Pell Grant Scheduled Award for the award year. Instead, each student's Scheduled Award is one of the following:

- A Maximum Pell Grant Award (Max Pell)
- Student Aid Index (SAI)-calculated Pell Grant, determined by subtracting the student's SAI from the annual published maximum Pell Grant amount
- A Minimum Pell Grant Award (Min Pell)

Maximum and Minimum Pell Grant eligibility are determined based on tax filing requirements, family size and composition (i.e., single parent or non-single parent), Federal poverty guidelines, and state of residence. If a student qualifies for a Maximum Pell Grant, the SAI is not used to determine the amount of that grant. An SAI-calculated Pell Grant is determined by subtracting the student's calculated SAI from the annual published maximum Pell Grant amount, then rounding to the nearest $5. If the SAI-calculated Pell Grant is less than the published minimum Pell Grant amount, the student is ineligible for an SAI-calculated Pell Grant. However, the student may still be eligible for Min Pell if they meet the minimum Pell Grant eligibility requirements.

## Eligibility Requirements

## U.S. Citizen or Eligible Non-Citizen

An applicant must be a citizen or eligible non-citizen. Unless the SAR/ISIR demands it, U.S. citizens who answered yes on the FAFSA to the citizenship question do not have to verify citizenship. Permanent residents must submit proof of their status to the aid office. This proof becomes a permanent part of their file. All eligible non-citizens must submit proof of status for file. Proof includes U.S. passport stamped "non-citizen national" or "Form-I-151" (green cards.) Other forms of documentation are rare and the Financial Aid Coordinator will consult the Federal Student Financial Aid Handbook if necessary. A document verification request will be made on all aliens seeking aid.

## Registered with Selective Service

A male applicant at least 18 years of age and born after December 31, 1959 must be registered with Selective Service.

## Undergraduate Status

An applicant states on the FAFSA application that she/he does not have a Bachelor's degree. Students who have bachelor degrees are not eligible for the Pell grant.

## Determination of Financial Need

SWTC employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV Assistance. The Federal Needs Analysis Methodology is based on the following 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 children'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. Four broad categories of family resources are examined in need analysis. They are:

- tax filing requirements
- family size and composition
- federal poverty guidelines
- state of residence

Provide consent and approval to have your federal tax information transferred directly into your 2026-2027 Free Application for Federal Student Aid form. Both you and your contributors must provide consent and approval to have the IRS transfer your federal tax information into the FAFSA form. Your contributors must provide consent and approval even if they don't have a Social Security number (SSN), didn't file a tax return, or filed a tax return outside the U.S. If you or your contributors don't provide consent and approval, you won't be eligible for federal student aid.

Regular Student/Enrollment Status/Eligible Program Status
An applicant must be a regular student which is defined as a student who is enrolled in an eligible program (an eligible program/career option for Pell purposes must be at least 600 clock hours and 23 weeks in length) is working toward a certificate and is attending at least part-time (15 clock hours per week).

## High School Diploma/GED®/HiSET®/Home School Equivalency

An applicant must have a high school diploma (this can be from a foreign school with appropriate documentation of equivalency), High School Equivalency Diploma (GED®, HiSET®) or a home school equivalency in order to qualify for a Pell Grant.

## Default/Overpayment Status

An applicant signs a statement when completing the FAFSA stating that they are not in default on federal student loans or have made satisfactory arrangements to repay it, and that they do not owe money back on a federal student grant or have made satisfactory arrangements to repay it. A student who is defaulted on federal loans or who is in Pell overpayment status is not eligible for further Title IV assistance unless and until satisfactory arrangements for repayment are made. Students in default on loans must have a letter from the holder of the loan stating that the student has made satisfactory repayment arrangements and is eligible for Title IV funds or the Financial Aid Coordinator must receive a new Institutional Student Informational Record (ISIR) and National Student Loan Data System (NSLDS) report showing that the default status has been resolved before any funds may be disbursed.

## Valid SSN

An applicant must have a valid Social Security Number. EXCEPTION: Students from the Republic of Marshall Islands, the Federated Stated of Micronesia or the Republic of Palau.

## Satisfactory Academic Progress (SAP)

After a student's first (upon enrollment) eligibility, the student must thereafter maintain Title IV eligibility by meeting all criteria for Satisfactory Academic Progress (SAP) as set forth in SWTC's SAP policy. Please see the Satisfactory Academic Progress section of this handbook for complete information on SAP or view the SAP policy online at www.swtech.edu.

## Statement of Educational Purpose

All applicants must sign a statement on the FAFSA verifying their educational purpose (using Title IV funds only to pay the cost of attending an institution of higher education) and accuracy of information provided on the FAFSA.

## Educational History of Student

If the student has attended this school in the past three award years, the Financial Aid Coordinator reviews previous files and determines whether the student was making satisfactory progress in previous course work at SWTC. If the student has attended other schools in the past, the Financial Aid Coordinator can access the NSLDS information from the SAR/ISIR concerning defaults and overpayments. If the student has attended another school and the Financial Aid Coordinator determines that it has been within the current award year, she will then access the National Student Loan Data System (NSLDS) on the web at https://nslds.ed.gov. If the student is a transfer student for Pell purposes, NSLDS will give the student's current year Pell disbursement and the current year scheduled award. This information will be used in award calculations.

## Awarding Title IV Aid

The Pell Grant Program is a federally funded grant program, which, for the 2026-2027 academic year provides up to $7,395 to full time postsecondary students and up to $3,698 to postsecondary students who are enrolled at least half time. The purpose of the program is to provide a foundation of aid to needy students. SWTC awards federal financial aid according to federal regulations and guidelines. The method of computation is applied to all dependent and independent students uniformly.

## Award Year/Academic Year

Funding for Pell Grant programs is provided based on an award year basis. The award year begins on July 1st of one year and extends to June 30th of the next year. An academic year at SWTC is one in which a student completes a minimum of 30 weeks and 900 hours of instruction. For Pell Grant payments to students, an academic year of 900 hours/30 weeks (with a payment period of 450 hours/15 weeks) is applicable to Career Options/Programs that are 900 hours or greater. For Career Options that are less than 900 hours, the payment period is one half of the total hours and one half of the total weeks of the Career Option.

## Student Aid Index

The Student Aid Index (SAI) is the amount a family can be expected to contribute toward a student's college costs. Financial aid administrators determine an applicant's need for federal student aid from the U.S. Department of Education and other sources of assistance by subtracting the SAI from the student's cost of attendance. The SAI formula is used to determine the SAI and ultimately determine the need for aid from the following types of federal assistance that SWTC participates in: Federal Pell Grants and Oklahoma Tuition Aid Grants (OTAG). The methodology for determining the SAI is found in Part F of the Title IV of the Higher Education Act of 1965, as amended (HEA).

All data used to calculate a student's SAI comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA) which is submitted to the Central Processing System (CPS) for processing. The CPS sends either an electronic or paper output document called a Student Aid Report (SAR) to the student. The SAR lists the student's SAI. All schools listed on the student's FAFSA will receive application information and processing results in an electronic file called an Institutional Student Informational Record (ISIR).

There are three regular (full-data) formulas – (A) for the dependent student, (B) for the independent student without dependents other than a spouse, and (C) for the independent student with dependents other than a spouse. Also, there is a simplified version of each formula with fewer data elements.

Additional information regarding SAI formulas, accompanying worksheets, and tables are available upon request from the Financial Aid Office.

## Steps in Computing the Pell Grant Award

There are five steps in computing a Pell Grant

- Determination of Cost of Attendance
- Determination of Scheduled Award
- Determination of Payment Periods
- Determination of Payment for each Payment Period
- Determination of Total Expected Disbursement

The method of computation is applied to all dependent and independent students uniformly.

The Financial Aid Coordinator determines if all application requirements have been met. If so, she uses the ISIR and the current Pell Grant Payment Schedule to determine the scheduled Pell Award and estimated disbursement. The specific computations involved in the calculation may be obtained in the Financial Aid Office.

## Living Costs

SWTC does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a nine-month period for the following categories of students.

## Cost of Attendance/Budget Allocations

The student's Cost of Attendance includes institutional charges such as tuition, books, supplies, and fees, in addition to student expenses that are not payable to SWTC. Additional student expenses are estimated using documentation provided by and based on the Oklahoma Department of Commerce Consumer Price Index dated December 2025 from the US Department of Labor, Bureau of Labor Statistics. Student's may request a breakdown of the cost of attendance from the Financial Aid Office.

Student Additional Expense Budget per the Consumer Price Index

| STUDENT CLASSIFICATION | TEN MONTH |
|---|---|
| Independent | $24,298 |
| Dependent | $11,462 |

## Determination of Cost of Attendance

Pell Grant 'Cost of Attendance' (COA) is used to determine Pell Grant payments to students. Cost of attendance for purposes of the Pell Grant is the cost of tuition and fees for a full-time student for a full academic year plus an allowance for room and board, books, supplies, transportation and personal expenses incurred by the student for a full academic year.

## Determination of Scheduled Award and Annual Award

The 'Scheduled Award' is the maximum amount a student can receive during an award year, if he/she attends full-time for a full academic year. The 'Annual Award' is the maximum amount a student can receive during a full academic year for a given enrollment status, number of clock hours, SAI, and COA. Once the Pell Cost of Attendance is determined, the Financial Aid Coordinator determines the scheduled award based on the full-time regular payment schedule for Pell Grants for the award year issued by the U.S. Department of Education. The full-time chart is always used regardless of the student's actual enrollment status. The Financial Aid Coordinator then determines the student's annual award based on enrollment status and clock hours.

## Tuition/Fees

Tuition cost is $3.00 per hour for in-district adults and is $6.00 per hour for out-of-district adults. For Practical Nursing tuition and fees, please see the section below. Tuition and fees for each career option are given on program sheets located in the Administrative/Business Offices, the Counselors' Office, and may be viewed online at www.swtech.edu.

## Tuition/Fees for the Practical Nursing Program

Tuition and fees for Practical Nursing are $6,848.67 for in-district adults and $10,173.67 for out-of-district adults. These costs include tuition and fees paid to SWTC for Practical Nursing, Student is required to have a personal device compatible with online curriculum required in the program. SWTC will offer compatible devices for resale to students at the school's cost. Student's must commit to this purchase at the December LPN meeting in order to allow time to order devices. Devices will be required in the first week of class. Students are responsible for uniforms in addition to these costs. The tuition for the Practical Nursing Program is divided into three tuition payment periods.

Practical Nursing fees may vary for each student depending on what the student may already have available to them. Students will not be required to buy items/supplies that they already own if the items/supplies are deemed sufficient for use in the program and are approved as such by the Practical Nursing Director/Instructor. Differences in fees will be approved by the Practical Nursing Director/Instructor and will be documented for each student. Please see Practical Nursing information in the Practical Nursing Handbook in the Nursing Office or the Administrative/Business office, contact the Practical Nursing Administrative Assistant or Coordinator at 580-480-4724, or view the information online at www.swtech.edu.

## Pell Grant Disbursement Worksheet and Calendar

To facilitate Pell Grant calculations, a Pell Grant Disbursement Worksheet and Calendar have been developed at SWTC. The procedures for using this worksheet are as follows

- The Financial Aid Coordinator completes the top portion with student's name, career option, dependency status, district status, and dates of attendance.
- The Financial Aid Coordinator completes the appropriate cost of attendance.
- The Financial Aid Coordinator determines the payment periods, classifies payment periods into award years and shows the expected disbursement for each payment period in the award year.
- The Financial Aid Coordinator adds the expected disbursement for each payment period to determine total expected disbursement.

This sheet becomes a part of the student's file and serves as both a worksheet and support to assist the aid Coordinator in calculations concerning days attended, why a student received a particular award, etc.

## Determination of Pell Payment Periods, Including Crossover Periods and Year-Round Pell

The Financial Aid Coordinator determines if the disbursement is an initial (first received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an ISIR is received prior to the end of student's first pay period.

Disbursements thereafter are based on Satisfactory Academic Progress (SAP) and upon completion of the hours in the student's previous pay period. The Financial Aid Coordinator consults a calendar sheet and ascertains the beginning and ending dates of each payment period. She then determines in which award year each payment period belongs. An award year is defined as July 1st of one year to June 30th of the next year. Beginning with the 2017-18 award year, eligible students (enrolled in a career major of more than 900 hours) may receive up to 150% of their scheduled Pell award with the implementation of Year-Round Pell.

## Determination of Payment Per Payment Period

For each payment period classified as being part of the current award year, the formula for determining payments are clock hours in the payment period multiplied by the scheduled award from full time payment chart and divided by hours in the academic year.

## Determination of Total Expected Disbursement for Regular Students

The total expected disbursement is the sum of expected disbursements for all payment periods classified as belonging to the current award year.

## Award Notification

If a student meets all eligibility requirements and all required documentation is received (including verification documents if necessary) and the student's financial aid file is complete, then the amount of the grant will be calculated by the Financial Aid Office according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant they are expected to receive for that academic year, along with disbursement procedures. The student will be contacted by the Financial Aid Office to complete the necessary paperwork and sign their Pell Award Form/Contract.

## Student Right-to-Know and Responsibilities of Financial Aid Recipients

The following information can be found in the Student policies and Consumer Information Handbook and online at www.swtech.edu. Paper copies of all information are available upon request from the Financial Aid Office.

## Student Right-to-Know

- The institution's accrediting and licensing organizations
- All programs offered and detailed information regarding each program of interest
- Information about the school
- Information on the school's admissions policy
- Cost of Attendance
- Information on financial aid, including eligibility, application, and methods of disbursement
- Information on a consistent needs analysis system to evaluate families in an equitable manner
- Information on students' rights under FERPA
- How Satisfactory Academic Progress (SAP) is determined, including eligibility and appeals
- The institution's refund policy and Return to Title IV policy
- The institution's annual Campus Security Report
- Completion/Graduation, Retention, and Placement Rates
- Drug and alcohol policies
- Gainful Employment
- Net Price Calculator
- Grievance Procedures
- Copyright Infringement, Constitution Day, Voter Registration, & Vaccination Policies

## Student Responsibilities

- Complete the required paperwork requested by the Financial Aid Office
- Use financial aid funds for school related expenses
- Be aware that grant or scholarship amounts received in excess of qualified educational expenses could be subject to taxation
- Report all outside aid to the Financial Aid Office
- Students, as well as parents, have a responsibility to help pay for their education
- Maintain Satisfactory Academic Progress (SAP)
- Report changes in enrollment to the Administrative/Business Office and the Financial Aid Office
- Notify the Financial Aid Office before withdrawing
- Return to Title IV any received funds the student is determined ineligible for
- Read directions thoroughly, complete all applications accurately, & comply with all deadlines
- If you don't understand the financial aid process, ask questions

## DISBURSEMENTS

## Disbursement of Pell Grants

Payment is disbursed by check from Southwest Technology Center. Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the career option and on whether the majority of the hours in a payment period fall within that award year. Students will be paid the first time based upon the fact that they are enrolled and in attendance in an approved program. Due to different clock hours for each career option, the disbursement dates vary with each student. Pell Grant funds will be applied directly to the student's account for the current school year. All financial aid funds will be disbursed by check through the Activity Fund Custodian in the Business Office. All charges, including tuition and fees for the current school year, must be paid in full before any refund will be issued to the student. If there is a credit balance after the funds have been applied, the student will receive a refund

check. Students will also be notified by the Administrative/Business when checks are ready to be disbursed. The student must show a photo ID to receive his/her disbursement. NOTE: Failure to provide the necessary documents requested by the Financial Aid Office will necessitate the withholding of payment.

Please keep in mind that in order to be eligible for your Pell Grant disbursements, students must maintain Satisfactory Academic Progress - SAP (maintain a cumulative grade point average of 70% "C" or greater, maintain 90% attendance for each pay period, and keep a 150% pace of progression) and successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period. Please see the Financial Aid Coordinator for more information.

## Disbursement Procedures

The students' disbursement spreadsheet (indicating the name of the student receiving funds, the amount of the Pell disbursements, amount to be paid to SWTC for tuition owed, and amount to be paid directly to the student) is signed by the Financial Aid Coordinator and respective Student Billing Administrative Assistant and forwarded to the Activity fund custodian for issuance of student checks. Once the Activity Fund Custodian in the Business Office receives disbursement spreadsheet, they request funds through G5. The funds are electronically deposited into the Pell Activity Fund. Funds are drawn from G5 and are disbursed to the student's account. SWTC never holds funds past 3 business days. Two checks will be issued from the student's total disbursement. One check for the amount of tuition and fees owed to SWTC and a second check for the remainder of Pell funds (if any) to be disbursed to the student. Checks are given to the Administrative/Business Office for disbursement to the student.

## Initial Disbursements

The Financial Aid Coordinator determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if an ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on Satisfactory Academic Progress (see Satisfactory Academic Progress section in this handbook or view online at www.swtech.edu), and completion of hours and weeks in the first payment period.

## Subsequent Disbursements

If this is a subsequent (not first ever received) Pell disbursement, the student must have maintained Satisfactory Academic Progress for the previous pay period, and must have completed all hours in the previous pay period. Please see the Satisfactory Academic Progress section of this handbook or view it online at www.swtech.edu.

## Award Notification and Distribution

If a student meets all eligibility requirements and all required documentation is received (including verification documents if necessary) and the student's financial aid file is complete, then the amount of the grant will be calculated by the Financial Aid Office according to federal regulations. The student will then receive an award notice that contains the amount of the Pell Grant they are expected to receive for that academic year, along with disbursement procedures. The student will be contacted by the Financial Aid Office to complete the necessary paperwork and sign their Pell Award Form/Contract. Awarded Pell Checks will be distributed from the Administrative office directly to the student with proper identification or through certified mail if direct contact is not available on a timely basis.
Additional information concerning PELL (FAFSA) can be found in the Financial Aid Policies and Procedures 2026-2027, available in the FA, Administration, and Student Services Offices.

### V - K SOUTHWEST TECHNOLOGY CENTER FOUNDATION SCHOLARSHIP

Purpose of Southwest Technology Center Foundation Scholarship
The Southwest Technology Center Foundation Board administers the Southwest Technology Center Foundation Scholarships which are reserved for adult students who have initiated formal training to achieve technology career objectives at Southwest Technology Center.

**Application Procedures**
Applicants must use the authorized application form provided online at http://www.swtech.edu/financial-aid-2/ or in the Student Services Director's office, fill it out as directed and return it to the Student Services Director's office by the stated deadline.

**Criteria for Selecting Recipients from Group of Eligible Applicants**
Scholarships are awarded on the basis of need and commitment, rather than on grades. Scholarships are determined by the Southwest Tech Foundation. The scholarship stipulates that the award be used toward books, tuition, and other direct expenses incurred for technology training.

**Method and Frequency of Disbursements**
Scholarships are awarded once each semester (Fall and Spring). Funds are issued to the school and are applied first toward tuition and fees. If tuition and fees have been paid by other sources, a check is then issued by the Business Office Activity funds custodian to the student for approved expenses.

### V - L VETERAN'S AFFAIRS (VA) EDUCATION BENEFITS

VA education benefits are available for veteran's, or in some cases family members, who meet eligibility requirements and attend SWTC. Individuals who attend SWTC and expect to receive VA education benefits must present a VA Certificate of Eligibility, and all previous education and training to include military training if applicable. Contact the Financial Aid Office for more information.

## V- M WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA is a federal program managed by Dynamic Workforce Solutions which provides employment information, job search support, financial aid, training, and educational programs to eligible persons enrolled in a program leading to high demand occupations (Automotive, Aviation, Business Computer, Construction, Entrepreneurship, Graphic Design, License Practical Nursing and Metal Fabrication). The Office of Workforce Development has programs that assist individuals who are economically disadvantaged, youth (16-24 years of age) facing employment barriers, and/or qualify as a dislocated worker in need of training to obtain productive employment. Applicants must meet WIOA economic, employment, and geographical guidelines which are determined by a WIOA counselor. SWTC is on the approved list of training providers in the state of Oklahoma. A WIOA Case manager holds office hours at the Workforce Oklahoma Office at 711West Tamarack Rd, Altus, OK. For more information, contact the Financial Aid Coordinator or the WIOA Case manager at the Workforce Oklahoma Office at (580) 482-3262.

## V – N OTHER SCHOLARSHIPS

Other scholarships at SWTC are administered following the policies and regulations as stated by the agencies awarding said scholarships.

# SECTION VI - GENERAL PROCEDURES

## VI - A SAFETY

Safety is a priority at Southwest Technology Center. Each area of instruction follows safety practices appropriate to that program and in compliance with the Occupational Safety and Health Act (OSH Act). Students shall comply with state law (Section 811) regarding eye protection devices worn appropriately in shops/labs/clinical sites.

Students enrolled will be issued an Identification badge at the beginning of the school year (or date of entry in to program). Students must wear their badges from the time they enter the building until the time they exit for the day, unless instructed by their instructor to remove the badge when operating machinery. 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. SWTC will provide each student with one identification 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 $5.00.) 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 appropriate administrator. A student violating this policy may be reprimanded or suspended.

School-approved platforms for electronic and digital communications as designated by the board of education are Apptegy – Rooms and Google Classroom.

## VI - B FOOD AND DRINK

Food must be contained and consumed only in designated student break areas. Drinks are permitted in classroom areas at the discretion of the instructor. Whenever possible, drinks should have a lid or secure top to help prevent spills.

## VI - C ENTERING/LEAVING SCHOOL DURING SCHOOL HOURS

All students are required to enter through the front entrance upon arrival for both morning & afternoon sessions at Southwest Technology Center.

**Under no condition will a student leave the Southwest Technology Center campus without permission from the administration office**. Requests from high school students will be considered only when verified and confirmed by the home high school principal and/or the student's parent or guardian. Those students violating this procedure will be considered truant and dealt with accordingly.

**Adult students must clear departure with their instructor before leaving school during class hours. Leaving without permission can result in disciplinary action. All students must check out at the front office before leaving.**

## VI - D INSTRUCTIONAL CLASS SCHEDULE

Monday through Friday
Morning session is from 8:00 AM until 10:50 AM
Afternoon session is from 12:00 PM until 2:50 PM
Each session is allotted a ten-minute break. Teachers will be in their classroom and available Monday-Friday from 8:00-11:00 am, Monday-Thursday from 12:00-4:00 pm and Friday 12:00-3:00 pm.

## VI - E CHANGE OF PROGRAM

High School students may request to change programs during the first and third quarters. These changes will be made on the following basis: (1) availability of space in another program; and (2) approval of the administration, teachers of the programs involved in the change, the local high school principal or counselor, and parents. Adult program changes will be dealt with on an individual basis.

## VI – F LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as a period of time which can be granted to students for circumstances which require the student to be absent from school for five (5) or more consecutive class days (not to exceed thirty (30) calendar days). A student can receive one (1) LOA in a twelve- (12) month period. Requests for additional LOAs will be considered (on a case-by-case basis) based on the nature and gravity of the incident, jury duty and/or military requirements (FMLA 1993), and or prompting the request. Any student who is a military reservist or National Guardsman that is called in for active duty or drill will be granted a temporary leave of absence and can resume instruction upon return without penalty. Requests for an extension to an approved LOA will also be considered on a case-by case basis. Application for a LOA must be made in advance. Exceptions may be considered if the student can show proper documentation that it was not possible to make the request prior to a leave of absence. If a student fails to return to school at the end of the LOA, the school must treat the LOA as withdrawal. In such an event, the effective date of the withdrawal is the beginning date of the LOA.

The Leave of Absence process should originate with the SWTC Counselor or designee. The student and counselor/designee will develop the specific details of the Leave of Absence with input from the student's instructor and the Financial Aid Coordinator (as needed). The Chief Operations Officer or designee will approve or deny the LOA request. The student will report to Student Services upon return to classes; Student Services will notify the Instructor, Chief Operations Officer, Counselor/designee and Financial Aid Coordinator of the date of return. The counselor/designee will monitor the LOA return date and will process a student drop for failure to return.

NOTE: This Leave of Absence process does not apply to the SWTC Practical Nursing program. For information specific to the PN program, contact the Practical Nursing Director.

## VI -G ATTENDANCE POLICY

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students with the opportunity to participate in cocurricular activities.

Attendance is especially important in career-technology education programs. Instruction cannot take place when students are not present. Prospective employers always want to know about the attendance practice of our graduates. For these reasons, the following will be in effect:

This policy will apply to both secondary and post-secondary students enrolled in full-time programs at SWTC, unless the board of education has designated a more stringent attendance policy for a specific program due to the educational or certification requirements of the specific program or field of study.

In order to accommodate both traditional and block schedules, attendance will be calculated and applied to each nine-week grading period or quarter. Students will be required to be in attendance approximately ninety percent (90%) of the time. This means that a student cannot miss more than five (5) unexcused days in a nine-week period. A secondary student who misses more than five (5) unexcused days in a nine-week period will receive "**no credit**" for that particular grading period and may be denied enrollment for the following semester if conditions warrant such action. If the student is passing at the end of the quarter, he/she will receive "**NC**" for the class in which the student has exceeded the absence limit. If the student is failing at the end of the quarter, the failing grade will be recorded. A secondary student who receives no credit for two consecutive nine-week grading periods will not be allowed to enroll for the following semester. An adult student who misses more than five (5) unexcused days in a nine-week period will be dropped and not allowed to re-enroll until the following semester.

Extenuating circumstances will be considered by the Chief Operations Officer and/or the student services director in the administration of this policy. Students will be asked to provide documentation or proof of an extenuating circumstance.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the Chief Operations Officer
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parents of high school students and the adult students to notify the school if there is an absence for the above reasons. The school will make contact if there is not a call. If no contact is made, the parent must send a note or call the day the child returns before student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the students on the day of return to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the Chief Operations Officer at SWTC and the sending school if applicable.

## VI – H SCHOLASTIC PROBATION

Any student absent five (5) unexcused days in a grading period will be placed on scholastic probation and will receive a grade of NC for "no credit". In some circumstances a grade of Incomplete (I) may be given and a contract may be initiated between the instructor and the student to outline corrective measures. Adult (post-secondary) students not meeting the "Satisfactory Progress" criteria will be placed on scholastic probation. An adult student will have one (1) grading period to correct the conditions of probation. If the student fails to do so, the student will be dismissed from the program. If all conditions of the probation are corrected within the following grading period (nine weeks), the student will be considered to be making "Satisfactory Progress" and probation will be terminated.

## VI - I ATTENDANCE PROTOCOL

The following steps will be instituted in addressing attendance problems at SWTC.

Third unexcused absence - Student will conference with Administration/designee.
Fifth unexcused absence - Appeals process starts.

## VI - J ATTENDANCE APPEALS PROCESS

1. Write a letter of appeal to the Chief Operations Officer.
2. Include documentation for the dates that caused the student to accumulate the excessive absences.
3. The student should explain why he/she feels these absences should be waived in order to allow the student to receive credit and/or remain in the program.

## VI - K TARDY POLICY

Students must be in class at the designated time or they will be counted tardy. Three (3) tardies will count as one (1) day's absence and will be added to the total absences a student has for a particular grading period. Each grading period will be counted separately. Excessive tardiness will result in loss of break and potential class removal.

## VI - L MAKE-UP WORK

Make up of daily grades for excused absences will be allowed. It is the student's responsibility to obtain and turn in the make-up work within three (3) school days of the absence. If this is not done, a zero will be recorded. The options for make-up to be approved by the program instructors are:

1. Instructors will make their class or lab available between 3:15 and 4:00 p.m. for make-up work on designated days.
2. Reports pertaining to the subject being taught will be accepted as make-up (length and format to be determined by the instructor).
3. Participation in student organizational activities may be counted as make-up.
4. Any other assignments or activities deemed appropriate by the instructor.

## VI - M CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

## VI - N SATISFACTORY ACADEMIC PROGRESS (SAP)

**Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (hereafter referred to as SAP) means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be enrolled as full-time or half-time, in good standing, and making satisfactory progress according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma, GED, or home school equivalency. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment.

The institutional attendance policy states that the student may be absent no more than 10% in a pay period. For example, a student in a 420 hour pay period may be absent no more than a total of 42 hours. Three tardies will count as one absence (three hours). This 10% of absences is considered excused and will not have to be added to the student's pay period. Please see This policy is distributed to students upon enrollment and is given to all financial aid students in the form of the Disbursement Authorization document upon receiving their Financial Aid Pell Award and Disbursement Schedule.

The first disbursement of Title IV funds for first time entering students at SWTC is based on enrollment and attendance in an approved career option on at least a half-time basis and requires no progress report, provided the first disbursement is issued during the initial pay period of training for a new student. At the end of their first payment period, students must be making SAP according to the standards stated in this section of the handbook. Other students, that is students with previous course work at SWTC or students with transfer credits from other institutions, must have maintained SAP for that previous course work in order to receive initial or further assistance.

Students may take up to 50% longer than the published length (normal time) of their program/career option to complete that program/career option and still be regarded as being in good standing. However, a student WILL NOT BE ELIGIBLE for additional Title IV federal financial aid once he/she has received aid for the total number of approved hours in the program/career option.

*Example:* A student is enrolled in a 600-hour program/career option. The maximum time a student can attend SWTC in that 600 hour, 20-week program/career option is 900 hours or 30 weeks. An eligible student would receive Title IV aid for the 600 clock hours, but the student could take an additional 10 weeks to complete the program/career option if the student was not able to complete the program/career option in 600 clock hours (provided that space is available in the class); however, that student WILL NOT receive Federal Financial Aid for the additional 10 weeks. In no instance can the student receive aid for more hours/weeks than those for which the program/career option is accredited/approved.

**Satisfactory Academic Progress (SAP) Components**
There are three components to SAP: qualitative, quantitative, and attendance.

**Qualitative Component (Grade Based)**
Each student's cumulative grade will be reviewed at the completion of the scheduled clock hours and weeks for that payment period using a progress report provided to the instructors by the Financial Aid Coordinator and then returned to the Financial Aid Coordinator by the student's instructor. Students must maintain a cumulative grade of 70% "C" or better for all past course work. If the student's grade is below a "C," then the student will be placed on Financial Aid Warning status. A grade of "I" for incomplete is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

**Quantitative Component (Time Based)**
The maximum time frame for completing a program is no more than 150% of the program's stated length in accordance with the student's enrollment status (i.e. full-time or part-time). The increment for measuring a student's progress will be each payment period. A student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At SWTC this means the student must have completed a minimum of at least 67% of the scheduled learning objectives/course work for the payment period. The pace of progression is calculated by taking the cumulative number of clock hours completed and dividing it by the cumulative number of clock hours attempted/scheduled to be completed. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Warning status.

**Attendance Component**
Students must have acceptable attendance for each payment period. Acceptable attendance is defined in the Student Handbook as missing no more than 10% of any pay period, documented or undocumented. Up to ten percent (10%) absence of enrolled hours in any one semester and/or payment period is considered excused. Withdrawal from a course does not eliminate the SAP requirements. Students who exceed the percentage of absences allowed in their payment period will be placed on Financial Aid Warning Status.

**Monitoring Process and Progress Reports**
SAP is monitored upon completion of the scheduled hours and weeks in each pay period using progress reports issued by the Financial Aid Coordinator to the student's instructor. For example, a full-time student enrolled in a 600 hour/20-week career option will have a progress report upon completion of the first 300 hours and 10 weeks. The second progress report will be made upon completion of the last 300 hours and 10 weeks in that career option. When an interval spans a period of non-enrollment, progress will be assessed at the point where attendance recommences. The Financial Aid Coordinator attaches the student's attendance from a printed report obtained from the student accounting system to the progress report. The progress reports are filled out by the instructor indicating the student's cumulative grade, verifying student's attendance, and the student's completion of 67% of the program's/career option's learning objectives. The instructor then gives the progress report to the Financial Aid Coordinator and she determines if the student is meeting SAP standards for that payment period. Additionally, the student must successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period before receiving the next scheduled Pell grant disbursement.

**Financial Aid Warning and Suspension Status**
If a student receives a progress report that is not in compliance with the SAP requirements as outlined above, the student will be informed in writing about his/her failure to maintain SAP. The first time a student does not meet SAP requirements he/she will be placed on Financial Aid Warning Status for the next pay period. There is no appeal process necessary for the warning status. The student may continue to receive Title IV aid for one warning period. During the warning period, the student must maintain all SAP requirements. Students who fail to maintain SAP during the warning period will then be placed on Financial Aid Suspension and will be suspended from receiving further Title IV financial aid at SWTC.

**Re-Establishing Financial Aid Eligibility after Being Placed on Financial Aid Suspension**
A student who is placed on financial aid suspension due to failure to meet SAP during a warning period will be informed in writing of his/her suspension status and Title IV financial aid for that student will be suspended at SWTC. A student who has been placed on financial aid suspension after failing to meet SAP during a warning period may file an appeal to have their Title IV funds reinstated. If an appeal is denied, the only way that a student can become eligible for aid is to once again meet SAP requirements in a pay period

for which they are responsible for their tuition and/or fees which are to be paid by the tenth day of the next pay period unless other arrangements are made and agreed upon by the business office and the Chief Operations Officer. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance for the next payment period, but will continue to be on probation status for all following pay periods.

**Appeal Process after a Suspension**
Students who have been placed on suspension and have been denied Title IV aid on the grounds of not meeting SAP during their warning period have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of receiving written notification by the Financial Aid Coordinator of their financial aid suspension status. The appeal form can be found in the Financial Aid Coordinator's office. The student's appeal should include information and/or evidence as to why the student failed to make SAP and should also include what has changed that will now allow the student to make SAP at the next evaluation period.

Also included in the appeal should be any mitigating circumstances which contributed to the suspension status. Mitigating circumstances may include, but are not limited to, serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Financial Aid Appeal Committee. (The Financial Aid Appeal Committee is made up of the student, an instructor, Counselor, Financial Aid Coordinator, Chief Financial Officer, Chief Operations Officer and a neutral party designated by the Chief Financial Officer).

The Financial Aid Appeal Committee will meet in person with the student and the written appeal will be reviewed by the committee. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstances. The student will be informed in writing within five school days as to the status of the appeal. The student will then either be denied further Title IV aid on the grounds of unsatisfactory progress or Title IV aid will be reinstated. If the appeal is granted and the student's aid is reinstated, he/she must still complete all hours in the previous pay period if hours are still owed before receiving additional aid. A student who has been granted an appeal will now be on Financial Aid Probationary Status and must continue to make SAP during all subsequent payment periods. (Please see the Financial Aid Probation Status section in this handbook.)

By granting an appeal, the Financial Aid Appeal Committee has agreed that the student will be able to make SAP by the end of the next payment period. In some cases, a student may be placed on an academic plan that will ensure the student's ability to meet SAP standards by a specific point in time during the next pay period. If it is felt by the Financial Aid Appeal Committee that an academic plan is needed, the plan will be provided in writing by the instructor and will be signed by the Financial Aid Appeal Committee and the student. The academic plan will then become part of the student's financial aid file and classroom plan of study.

If a student is denied an appeal after financial aid suspension, then that student is responsible for paying tuition and/or fees in full no later than the tenth day of the next pay period unless other arrangements are made and agreed upon by both the business office and the Chief Financial Officer. If the student whose appeal has been denied comes back into compliance with the SAP standards during this financial aid suspension payment period, then they may once again become eligible for financial aid assistance for the next payment period, but will continue to be on probation status for all following pay periods.

**Withdrawal and Incompletes**
Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/career option within 180 days are considered to be in the same payment period. If a student returns within 180 days no payment would occur until the student had completed the previous payment period. A grade of "I" for incomplete is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.

**Repeating Coursework**
If a withdrawn student re-enters the same program within 180 days, the student cannot receive payment for repeating coursework. However, in some cases where a student withdraws and re-enters the same program, the instructor may require the student to start at the beginning of the program depending on how much time has lapsed. In this case, the student can be paid for repeating coursework as the student is receiving credit for the repeated course. If a withdrawn student re-enters the same program after 180 days, they will be treated the same as a transfer student. The program hours will be reduced by the number of hours the student receives credit.

**Suspended Status Student Transferring to a New Program/Career Option**
A student who is suspended in a program/career option and who then transfers to or comes back to a new program/career option at SWTC and who has hours from the previous program/career option that would transfer into the new program/career option will remain on suspended status if the hours that are transferred render the student to be out of compliance with the SAP requirements. If the transferred hours do not render the student to be out of SAP compliance, then that student would be eligible for financial aid in the new program/career option. A student who is on suspended status comes back in a new program/career option in which none of the previous hours would transfer into the new program/career option is eligible for aid in the new program/career option.

**Financial Aid Probation Status**
A student will be on Financial Aid Probation after having their Title IV aid reinstated following a successful appeal. A student on probation status may receive aid on this status for only one payment period. If a student fails at any time to meet SAP after being placed on financial aid probation status, then that student would once again be placed on financial aid suspension. A student who has failed to meet SAP requirements while on financial aid probation status may not file another appeal. The only way that a student can become eligible for aid is to once again meet SAP requirements in a pay period for which they are responsible for their tuition and/or fees which are to be paid by the tenth day of the next pay period unless other arrangements are made and agreed upon by the business office and the Chief Financial Officer.

## VI - O PROGRESS CHECKS AND VA REPORTING POLICIES

For VA students, academics progress will be reviewed at the beginning of every calendar month. VA students who do not maintain satisfactory academic progress will be placed on Academic Probation for 30 days and the VA will be notified of this action. While on Academic Probation every effort will be made to help the student meet the minimum grade requirements. VA education benefits will be terminated if the student does not meet the minimum academic progress standards at the end of the probationary period.

## VI – P STUDENT WITHDRAWAL PROCESS

Secondary Students
When it becomes necessary for a secondary student to withdraw from school, they must have prior approval from the parent/guardian and home school principal, or designee and complete a Termination of Training Form. Students are given a letter grade at the time of withdrawal. Failure to complete the withdrawal process could prevent a student from re-entering SWTC at a later date.

Adult Students wishing to withdraw from SWTC prior to the end of a semester and/or financial aid disbursement period must provide notice to the school in writing. This is an official withdrawal. Adult students must obtain a termination form from the Administration Office. This must be signed by their instructor, the Chief Operations Officer or Student Services Director in order to provide the student with a record of clearance from SWTC. The termination form should be submitted to the SWTC Attendance Clerk in the Respective Administrative/Business Office or Nursing Office. Adult students on financial aid must visit with the Financial Aid Coordinator before withdrawal from school.

Students are given a letter grade at the time of withdrawal. Students making SAP at the time of their withdrawal who return to the same program/career option within 180 days are considered to be in the same payment period. The notice should contain the date the student will cease attendance and the reason for the withdrawal. Failure to complete the withdrawal process could prevent a student from re-entering SWTC at a later date.

Adult students who do not meet minimum career program or certification attendance requirements may be withdrawn from a career program. Withdrawal does not relieve students of obligations related to returning any school-owned textbooks, materials, tools, equipment, and payment of outstanding fees, including funds received from financial aid. Adult students may withdraw from the course at any time by submitting a written request. Adult students will be automatically withdrawn after five (5) consecutive unexcused days of absence if there has been no contact with the technology center.

The official withdrawal date is the date the student has the withdrawal form signed by the administration; however, for Title IV Return of Funds Calculations, the last date of attendance is always used for scheduled hours of attendance in a pay period. After this, the following process will be followed:

- The notice will be forwarded to the student's instructor to obtain the student's grade, progress rate, and attendance at the time of the withdrawal.
- The notice will also be immediately forwarded to the Financial Aid Office if the student is on financial aid.
- The Financial Aid Office will calculate any refunds due to the Title IV program and notify the student in writing within thirty days.
- The student will be billed for any refunds due to the Federal Financial Aid programs.
- If the student has not repaid the funds within 45 days after certified mail notification by SWTC, the repayment due will be posted to the National Student Loan Database showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

**Official/Unofficial Withdrawal Date**
SWTC keeps an official record of student attendance. A student that has notified SWTC of his or her intent to withdraw and completed a withdrawal form is considered to have officially withdrawn and the last date of attendance will be used for calculations of hours scheduled to attend. If a student does not return from an approved leave of absence or if a student quits attending class without notification, on the 5th day of non-attendance the student will be unofficially withdrawn and the last date of attendance will be used for calculations of hours scheduled to attend. If a student has unofficially withdrawn and SWTC does not become aware of this until records are checked at the end of an academic period, the withdrawal date will be determined within 30 calendar days of the

- the end of the payment period
- the end of the academic year, or
- the end of the student's educational program.

## VI – Q DRESS CODE

It is the consensus of the Administrative and instructional staff at Southwest Technology Center that, in addition to teaching a marketable skill, the school helps students realize that society generally demands certain personal characteristics during the training period in order that they may adjust more quickly to the job responsibilities following initial employment. With this objective in mind, it is a requirement that all students enrolled in the regular day programs be clean and neatly groomed at all times. They must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each program and approved by the Administration of the school.

Students are required to wear clothing and safety devices compatible to the nature of the training program. At all times, students may not dress or behave in any way disruptive to the operation of the school. The following are specifically prohibited:

- Clothing including hats, depicting profanity, lewdness, offensive illustration/language, or that promotes illegal drugs, alcohol, tobacco, or other products. Vulgar, obscene, profane messages or symbols are prohibited. Clothing that unduly exposes the body or exposes undergarments may not be worn at any time.
- For safety reasons, students are not allowed to wear sleepwear, pajama pants or midriff tops. Hooded garments may not be worn over the head inside SWTC buildings. Sunglasses are not to be worn in the buildings.
- Footwear must conform to the safety standards of the program and house shoes or slippers are not allowed.
- Ball caps are generally permitted but must be worn front facing with face visible. Caps may not be worn in assemblies or pictures.
- Earbuds or headphones may not be worn in lab or shop areas (unless permitted by instructor).
- Blankets may not be brought to class.

Students who fail to follow the dress code will be subject to the school's discipline policy. Repeated failure to comply may result in suspension from school.

Students that represent the school on field trips will dress appropriately for the field trip or will not be allowed to participate. Students who participate in trips with a career tech student organization are expected to wear the official dress of the organization when appropriate. Only hats or caps that are of the training program will be permitted to be worn. Hats and caps will be removed during all assemblies and pictures.

Some programs have additional requirements to accommodate the policies of educational partners that will be associated with the program.

## VI – R PERSONAL ELECTRONIC DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Student's may be issued a device by the school district such as a laptop, tablet or other electronic device. School issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized for educational purposes for students.

"Personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal electronic device that is confiscated will be returned to the student at the end of the school day. Students violating this rule will be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Personal electronic devices are allowed to be utilized in the student center area and must be used in a respectable, responsible manner during the class break period.

Earbuds/headphones must be removed from ears before entering the building and remain put away during class/lab time while at SWTC with the exception of breaks and/or instructor permission.

Consequences for violation:

| | |
|---|---|
| First Offense: | Warning issued by Instructor or Administration |
| Second Offense: | 5 school days with no classroom break |
| Third Offense: | 1-day unexcused suspension |
| Fourth Offense: | Request student/parent conference for behavioral contract suspension or termination. |

*(Electronic paging devices and cellular phones are identified as wireless communication devices. However, other wireless communication devices not specifically identified are included.)

***Electronics devices, cellular phones and earbuds/headphones will be regulated by classroom and lab policy.**

**SWTC will not be responsible for lost or stolen electronic devices**.

## VI – S TRANSPORTATION

High school students will be encouraged to ride buses to Southwest Technology Center. Buses will depart from the home school on a regular schedule at a designated place. Students will return to their respective high school immediately after classes. Buses will load and unload at pre-designated areas. Students may continue to enjoy riding the bus as long as they adhere to the policies regarding student behavior while on the bus.

## VI – T CLASS CANCELLATIONS DUE TO BAD WEATHER

In the case of severe weather, the official announcements for Southwest Technology Center closing or any change in the normal school day will be broadcast over local radio stations, Channel 7 out of Lawton, the local TV channel, Social media outlets, and on the SWTC Student Notification System.

## VI – U STUDENT VEHICLES

Students may drive their own cars to the school at their own risk of personal or property damage. Students who do not follow the listed rules shall lose campus-driving privileges. Cars should be locked when not in use. **The school is not responsible for damage or theft of personal articles in the automobiles or elsewhere.**

The following regulations must be observed by student drivers:

1. Maximum speed on campus is ten miles per hour.
2. All full-time students must park in the South main parking lot.
3. Parking is not permitted in the fire lanes.
4. Park correctly in the parking lot; do not take up more than one parking space.
5. Do not park in restricted areas. Only the handicapped are to park in the designated spaces for the handicapped. A permit may be obtained by contacting the Oklahoma Department of Public Safety.
6. Students will not be allowed to return to their cars during break time or class time.
7. Students are not allowed to remain in their cars upon arrival at school or after class.
8. Selling merchandise from the parking lot is prohibited.
9. No loud music will be permitted.

*Failure to comply with the above rules will result in loss of driving privileges.

## VI - V PERSONAL PROPERTY

It is the responsibility of each individual to care for and safeguard personal belongings and at no time is the school responsible for items lost or stolen.

## VI - W USE OF THE TELEPHONE

Students will only be permitted to receive phone calls of an **emergency** nature routed through the administrative office. Students needing to make a call of an **emergency** nature will be permitted the use of a telephone in the administration office. Students **will not** be allowed to use the phone during class time.

## VI - X CARE OF SCHOOL TEXTBOOKS AND EQUIPMENT

A considerable amount of money has been spent on textbooks and equipment. Students are responsible for the care of all school owned property that is assigned to them. If items are lost, destroyed, or stolen students will be charged the purchase price for replacement.
Adult students will purchase all necessary textbooks and instructional materials through the Administrative Office.

## VI – Y SWTC FACILITY WALLS

The display of notices, signs, pictures, etc., are limited to bulletin boards and designated areas. Taping and tacking notices and signs to the walls have a deteriorating effect on the surface and are prohibited. Contact the maintenance personnel if you are in doubt as to how and where to display notices/signs. Thank you for assisting in the maintenance of our great facility, for the present and into the future.

## VI – Z EMERGENCY DRILLS

Southwest Technology Center has a warning system set up which will be used in case of fire, severe weather activity, or other emergencies. Evacuation plans for fire and storm drills are posted in each room. Students are to be familiar with emergency procedures. Emergency drills will be practiced periodically during the school year.

## VI - AA CONTAGIOUS AND INFECTIOUS DISEASE

Students having any communicable disease, or living with persons thus affected, are not permitted to remain in school, unless specifically authorized by a local health authority. In all cases, the school officials are governed by the order of the local health officer, State Board of Health regulations, and Southwest Technology Center Board of Education policies.

## VI - BB CAMPUS SECURITY POLICIES AND PROCEDURES

The Crime Awareness and Campus Security Act of 1990 was signed into law on November 8, 1990. Commencing August 1, 1991, Southwest Technology Center is required by federal statutes to collect data on any type of crime which occurs on campus. This information will be made available to any student or employee, any applicant for enrollment or employment, upon request beginning September 1, 1992 and each year thereafter.

## VI - CC POLICIES AND PROCEDURES FOR REPORTING CRIMES ON CAMPUS

For a crime in progress, contact the nearest school official or employee. They will notify the proper local authorities or place emergency telephone calls if needed. The administration at Southwest Technology Center will determine what action needs to be taken given the severity of the crime. A Campus Security Report Form will be completed as a follow-up to the crime that has taken place. To report a crime that has taken place, a Campus Security Report Form must be filled out. These can be obtained from program instructors or from the Administration Office. This form will be turned in to the Administration Office at SWTC. Proper authorities will be notified as needed. Any crime or criminal activity reported or witnessed will be subject to state, federal, and local laws regarding prosecution and/or jurisdiction.

Southwest Technology Center does not employ security personnel but does maintain a working relationship with local and county law enforcement officials. SWTC will make every attempt to notify police officials in a prompt and timely manner regarding any criminal activity on campus.
Students and employees will be kept aware of campus security policies and procedures through student orientations at the beginning of each school year and for employees during the annual staff development in-service.

## VI – DD CAMPUS SECURITY REPORT

This report is intended to promote campus safety at SWTC and will be distributed to the student body via the student handbook at the beginning of each school year. Information provided in this report is for prospective students, current students, and employees**.**

| | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|
| Murder/non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses (forcible & non-forcible) | 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 Theft | 0 | 0 | 0 | 0 | 0 |
| Arrest or Discipline for Weapons | 0 | 0 | 0 | 0 | 0 |
| Liquor and/or Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 |

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes will be investigated immediately, with notification of the proper authorities. Follow-up investigations will be conducted in an effort to identify the offender(s).

Violence against Women Act (Clery Act) Compliance

SWTC is aware of the Violence Against Women Act (VAWA) of 1994 and the amendments to the Clery Act and understands the importance of these two acts and therefore intends to comply with both of these acts. All employees of SWTC are responsible to report allegations of Clery Act crimes that are **directly** (not rumored or overheard) reported to them in the capacity as an employee of SWTC to the Chief Operations Officer or Student Services Director if the COO is not immediately available. Employees are not responsible for investigating or determining whether a crime took place; or to apprehend the alleged perpetrator of the crime. These are the responsibility of law enforcement.

Clery Act and Violence Against Women Act crimes are defined as:

1. **Criminal Offense**-Criminal Homicide, including Murder and Non-negligent Manslaughter, and manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. **Hate Crimes**-Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;
3. **VAWA Offenses**-Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
4. **Arrests and Referrals for Disciplinary Action for Weapons**-Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

## VI - EE WEAPONS

No student shall knowingly possess, handle, or transport an object that can reasonably be considered a dangerous weapon "(except in accordance with Oklahoma Law)" 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.

## VI - FF MEDICAL EMERGENCIES

If a student has an injury or sudden illness while at SWTC, he/she should notify the instructor immediately for further direction. Students who are ill will need to check out at the office before leaving the campus. The campus office will contact a parent or guardian before secondary students are allowed to leave school. SWTC staff will not issue medication or perform medical treatments to any student, minor, or adult. Students are allowed to administer medications or medical treatments within the facility when the following

form has been completed and turned into the administration office prior to any treatment or medication being given. This form will remain in the student academic files located in the administration office.

# Self-Administration Consent Form

Name of Student: _____ Date of Birth_____

Address:_____

Emergency Contact/Phone #: _____

School:_____

Grade: _____

## PHYSICIANS STATEMENT:

1. Name and type of medication/s: _____
2. Medication/Treatment is for? _____
3. Dosage/amount to be given: _____
4. Frequency and time of medication/s:_____
5. Diagnosis, intended effect, and anticipated reaction to medication (symptoms, side effects etc.):_____
6. Other medications/s student is receiving: _____
   _____
7. Other requirements or special circumstance: _____
   _____
8. Must this medication/s be administered during the school day in order to allow the student to attend school or participate in school activities? _____

9. *(Self-administration) * Does the above individual demonstrate and understand appropriate use of medication and is the individual able to administer medication by his or herself?
   _____ Yes _____ No
10. If you answered no to the above question, please list the name of the individual who will be responsible for administering the medication to the student at the above time/s during the school year. _____
    _____
11. Relation to the student administering to?_____

_____
Physician Signature Date Signed

_____
Physician's Address Telephone #

_____
Student/Parent/Guardian Signature Date Signed

## VI - FF CERTIFICATION

Completion certificates are awarded to students who complete the full-time programs, meet the school's attendance requirements, and earn a grade of C or better in all courses. Transcripts will show areas of demonstrated proficiency and any areas where competency was not achieved.

## VI – GG SWTC-GRADUATION REQUIREMENTS

Students who are enrolled in a fulltime program will be able to participate in graduation ceremonies if the following conditions have been met:

1. Student is in compliance with attendance policy.
2. Adult students have no outstanding debt to the business office.
3. Student has passed all courses within a program with a C or better.
4. Student has completed a program that has a minimum of 600 hours or a program that is only 1 year in length.

Upon prior approval, the Chief Operations Officer has the authority to review any special circumstances which may allow a student to participate in the ceremonies.

## VI - HH PROGRESS REPORTS/STUDENT EVALUATION

An academic progress report will be sent to adult students and parents or guardians of secondary students shortly after the halfway point of each nine (9) week grading period. This report may also be sent to the home school officials. The progress report will indicate if a student is progressing satisfactorily or unsatisfactorily at that point of the grading period.

## VI - II GRADE REPORTS

Grade reports will be issued to the student by the end of the week following the nine (9) week grading period. Grades of secondary students will be sent to their home high school for recording on permanent records. Attendance will be included on the report.

## VI - JJ GRADING SCALE

A student's grade for a nine (9) weeks period is derived from his/her performance on class assignments, tests, technical skills on laboratory assignments, etc. The grading scale for Southwest Technology Center is as follows:

| | |
|---|---|
| A | 90 – 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | Below 60 |
| I | Incomplete |
| W | Withdrew |

*A grade of "I" must be made up within the next grading period or it will automatically become an "F" grade

## VI – KK CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing internet and other computer network access at Southwest Technology Center is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of Southwest Technology Center. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time

All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the system administrator.
5. Do not reveal your personal address or telephone number to anyone. No Student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.

10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## SECTION VII - STANDARDS OF BEHAVIOR HARRASSMENT, INTIMIDATION AND BULLYING

### VII - A STUDENTS' BEHAVIOR ON SCHOOL BUSES

Students may continue to enjoy the privilege of riding the bus as long as they adhere to the policies regarding student behavior while on the bus. When a bus driver has difficulty maintaining discipline on a bus, the driver will notify the Southwest Technology Center administration regarding the problem as soon as is feasible following the end of the bus route. A conference with the student regarding the problem will be scheduled in an attempt to remedy the problem. Buses are equipped with recording devices that may be used to determine behavior situations. If this procedure fails to bring about cooperation, and a student continues to give trouble on the bus, the Superintendent may deny the student the privilege of riding the school bus. The parent/guardian and home school will be notified if such action is necessary.

### VII - B DISCIPLINE AND STUDENT BEHAVIOR

Southwest Technology Center believes that the primary function of the school is to educate students. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a student while the student is in attendance at Southwest Technology Center or in transit to or from Southwest Technology Center or while attending or participating in any school function authorized by Southwest Technology's school district (70 O.S. 6-114, School Laws of Oklahoma).
Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following are some examples of these:

1. The student's attitude
2. The seriousness of the offense
3. The effect of the offense on other students
4. Whether the offense is physically or mentally injurious
5. Whether the incident is isolated or habitual behavior
6. If the behavior infraction is caused by a handicap
7. Any other circumstances which may be appropriately considered

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When in the judgment of the teacher or administrator the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on school work
5. Cutting classes
6. Leaving school without permission
7. Refusing detention and/or in-school suspension
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals
11. Hazing
12. Willful disobedience
13. Conduct that jeopardizes the welfare/safety of others or is disruptive to the operation of the school
14. Bus misconduct
15. Stealing
16. Extortion
17. Assault, physical and/or verbal
18. Fighting
19. Possession of weapons

20. Distributing/possessing obscene literature
21. Destroying/defacing school property
22. Striking a teacher or other school employee
23. Forgery, fraud, or embezzlement
24. Violation of school rules, regulations or policies
25. Any violation of local, state or federal statutes
26. No Public Display of Affection allowed on SWTC property or buses.

In considering the different forms of disciplinary action, the faculty/administration of the school district will consider the following. However, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. Southwest Technology Center Board of Education will rely upon the judgment and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. Probationary period in-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his or her behavior
11. Restriction of privileges
12. Referral to law enforcement agencies or other court related or social agency
13. Referral to counseling
14. Removal from class, group, or activity
15. Suspension
16. Expulsion
17. Termination
18. Other appropriate disciplinary action as required and as indicated by circumstances

A copy of Southwest Technology Center's disciplinary policy will be made available to a student's parent/guardian upon request.

## VII - C PROHIBITING BULLYING (REGULATION)

The Southwest Technology Center Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms " bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student, that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative

rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Southwest Technology Center Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Southwest Technology Center Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

   Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the Chief Operations Officer. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the Chief Operations Officer.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;

2. Take advantage of opportunities to talk to their children about bullying;

3. Inform the school immediately if they think their child is being bullied or is bullying other students;

4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.swtech.edu and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Review of Policy

The Chief Operations Officer and Director of Student Services will annually review this policy and provide recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

## VII - D HARASSMENT

It is the policy of this school district bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district Bullying of students by electronic communication is prohibited 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, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means 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 educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment, to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of

the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The Superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law.

Students will receive annual training from their sending schools regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2 THIS POLICY IS REQUIRED BY LAW.**

CROSS REFERENCE: Policy FNCD, Bullying

# HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

___ Grade: _____ Class: _____

___ Grade: _____ Class: _____

Student(s) Affected:

___ Grade: _____ Class: _____

___ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

___ Name Calling
___ Stalking
___ Inappropriate Gesturing
___ Staring/Leering
___ Writing/Graffiti
___ Threatening
___ Taunting/Ridiculing
___ Inappropriate Touching
___ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

## VII – E PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or Directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education or any student.

"Electronic communication" means the communication of any written, verbal, pictorial or video content information by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"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.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the Chief Operations Officer who will serve as the site bullying incident coordinator. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the Chief Operations Officer and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The Chief Operations Officer shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the Chief Operations Officer by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The Chief Operations Officer should notify the Superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the Chief Operations Officer should notify the Superintendent of the findings of the investigation. Documentation should also be provided to the Superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

## VII - F USE OF TOBACCO

Effective Monday May 21, 2012 Southwest Technology Center was established as a Tobacco Free Campus in compliance with declaration by Governor Mary Fallin. Southwest Technology Center (SWTC) will be in full compliance with Governor of Oklahoma's Executive Order 2012-01 (issued February 6, 2012) and Executive Order 2013-43 (issued December 23, 2013) prohibiting the use of any tobacco product, electronic cigarette, or vaping device throughout all indoor and outdoor areas or property owned or under the control of SWTC, including parking areas, outdoor common areas, outside buildings and in vehicles used by SWTC employees whenever conducting business anywhere.

Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products (including but not limited to cloves, bidis, and kreteks) and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices.

Amendment, effective July 1, 2019, additionally bans noncombustible products which may or may not contain nicotine as well as any vapor cartridge intended to be used with an E-cigarette, E-cigar, E-cigarillo, E-pipe or similar device.

## VII – G PUBLIC NOTICE-ASBESTOS

Southwest Technology Center at 711 West Tamarack Road in Altus Oklahoma has been constructed of all asbestos free materials. It is in compliance with the Asbestos-Containing Materials in Schools regulation (40 CFR Part 763) of the Asbestos Hazard Emergency Response Act of 1986. The SWTC Asbestos Management Plan is available upon request in the Central Office.

## VII - H SUSPENSION OF ADULT/HIGH SCHOOL STUDENTS

The central administrative staff has the authority to suspend any student who is guilty of any of the following acts while in attendance at school, in transit by school transportation, under school supervision to, from, or at, a school function authorized by Southwest Technology Center, or when present at any facility under the control of the Southwest Technology Center. Suspension may be:

1. For the rest the of day.
2. Pending a conference with parents.
3. For a specified time or the remainder of the current school semester, and the succeeding semester.

Suspension may result because of one or more of the following violations by a student:

1. Immorality or profanity.
2. Violation of school rules, regulations, or policies.
3. Possession, threat, or use of a dangerous weapon as defined by State Statutes.
4. Assault and battery; fighting.
5. Possession of any illegal drugs, drug paraphernalia, alcohol, or any mind-altering substance deemed to be inappropriate to school.
6. Conduct, which jeopardizes the safety of others.
7. Conduct, which is disruptive to the operation of the school.
8. Truancy and/or excessive absenteeism.
9. Theft or vandalism of school property or that of a fellow student.
10. Any offense defined by State Statute.

Suspension of adult/high school students shall be in the following manner:

1. For suspension of three (3) days or less, student will be notified verbally and reasonable efforts will be made to contact his/her parents or guardian, and the home school principal, stating the reason of the suspension, the terms of the suspension, and the student right of a hearing before the Superintendent.
2. For suspension from school of longer than three (3) days, written notification will be given to the student, the home school principal, if a high school student, and the student's parents or guardian, if a minor, by certified mail, stating the reason for the suspension, the terms of the suspension and the student's right of a hearing before the Superintendent.

When students are coordinating their school day between a local school and Southwest
Technology Center, suspension will be the result of the cooperation between the two (2) schools.

## VII - I PROCEDURE OF APPEAL

Any student suspended from the school shall have the right to request a hearing before the superintendent.
The student shall have the right to appeal the decision of the Superintendent to the Board of Education. In the event a student desires an appeal to the Board of Education, the student shall give notice, in writing, to the Superintendent of the school within three (3) days after the meeting with the Superintendent. The student may then present his/her appeal at the next regular meeting of the Board of Education. The decision of the Board of Education is final. If such notice of appeal is not received at the designated time, the said suspension shall be considered as final.

## VII - J ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES

The possession or use of certain drugs is a serious violation of the law and is punishable by fine and/or imprisonment. A student is required to know the laws about drugs and is required to obey the same laws on school grounds as elsewhere. Schools are a part of society and are subject to the same laws as the rest of society. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of law. It should be noted that school discipline will be imposed independently of court action.

Students may be temporarily suspended, or given a lengthy suspension for possession or use of illegal drugs or a controlled substance, but the lengthy suspension may follow a hearing and review in the same manner as a lengthy suspension for any other offense, if proper written notice of appeal is filed by the student suspended.

When a student is suspected of being in violation of federal, state, or local law for possession, use, or distribution of any illegal drug or controlled substance, the local law enforcement agency should be immediately notified. The Superintendent or a designee should communicate all available information to the police and offer the full cooperation of the administration and faculty to a police investigation. Immediate notification will also be given to the parent or guardian.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING
NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES, CRIMES OR THE COMMISSION OF CRIMES

It shall be the policy of Southwest Technology Center School District No. 27 that any school administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of or has in his or her possession:

1. Non-intoxicating beverages as defined in Section 163.2 of Oklahoma statues;
2. Alcoholic beverages as defined in Section 506 to Title 37 of Oklahoma Statutes; or
3. Controlled dangerous substance as defined in Section 2-101 of Title 63 of Oklahoma Statutes.

Shall immediately notify the principal or his/her designee of such suspicions. The principal or designee shall immediately notify the Superintendent or a designee and the parent or legal guardian of the student regarding the matter. (Reference: O. S. Title 70 Section 133)
No officer or employee of Southwest Technology Center or member of the Southwest Technology Center Board of Education shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance any medical treatment, social service agency or facility, any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose.

Every instructor employed by the Southwest Technology Center Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O. S. Title 70 Section 24-132.)

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

## VII – K SEARCH OF STUDENTS

The Superintendent, Chief Operations Officer, and his/her designated personnel, of Southwest Technology Center, upon reasonable suspicion, shall have the authority to detain, search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (37-163.11) or for missing or stolen property if said property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same gender as the student and shall be witnessed by at least one other authorized person, said person to be of the same gender if practicable. The extent of the search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed.

No student's clothing, except cold weather outerwear, shoes, hand coverings, head coverings, except religious head coverings, will be removed before or during a search. The school employees specified above have the authority to detain the student to be searched and

to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession. Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in the Board policies and school handbook of the school district. Students have no reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property which may be opened and examined by school officials at any time without notice or reason. (H.B. 1343-1987)

Students are advised that the District may use "drug dogs" in conducting searches of persons, property, and vehicles. We cooperate with local, state and federal law enforcement agencies. Student lockers are the property of the District and may be searched at any time without the consent of the student. Student vehicles may also be searched while on the campus. If a student refuses to open a locked vehicle, the district may notify law enforcement authorities who may take action to open the locked vehicle.

## VII – L ASSAULT AND BATTERY INVOLVING DISTRICT EMPLOYEES

Any District employee upon whom an assault, battery, assault and battery, or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify the Superintendent or his or her designee of the incident. If the employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary for a full report and investigation of the matter. The report may be made orally or in writing.

The Superintendent or his or her designee will deliver a copy of this policy to the employee upon receipt of the report. The Superintendent or Superintendent's designee will investigate the incident and take appropriate action based upon the results of that investigation. The employee must cooperate in the investigation. The Superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first full business day thereafter if July 1 falls on a weekend. The Superintendent's report must include a description of the incident and the final disposition of the incident. The District will also refer appropriate incidents to law enforcement for investigation and prosecution. The District's decision to report or not to report a particular incident to law enforcement does not preclude the District employee from making a report to law enforcement.

To the extent permitted by law, the District will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution. No employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

The District will post in a prominent place at each school site the following notice: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE."
For purposes of this policy, terms "assault," "battery," and "aggravated assault and battery" are defined as follows: An "assault" means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A "battery" is any willful and unlawful use of force or violence upon the person of another. An "assault and battery" becomes "aggravated" when the committed under any of the following circumstances: (1) when great bodily harm is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit, or incapacitated, as defined by law.

## VII – M SCHOOL VISITORS – PEACEFUL CONDUCT

The Superintendent or anyone designated by the Superintendent or the Board of Education to maintain order in the District has the authority and power to direct any person to leave District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on District property;
2. Commits an act that interferes with the peaceful conduct of activities on District property; or
3. Enters District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on District property.

The term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the District; or direct interference with the administration, maintenance or security of property belonging to the District.

Any person to whom this policy applies, who fails to leave District property as directed or returns within 6 months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

Appeals Process:
A grievance or an appeal may be filed by the individual as per district policy GJ-P.

## VII – N MINUTE OF SILENCE POLICY

Pursuant to SB 815, passed by the Oklahoma State Legislature and signed into law by the Governor of Oklahoma (2002), Southwest Technology Center, at the beginning of each school day in which students are present in school,
**"*shall observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to think, meditate, reflect, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.*"**
Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. The administration office will be responsible for notifying the classrooms when the minute of silence will take place each morning. The administration office will also be responsible in notifying each classroom when the minute of silence has elapsed.

## VII – O CONSTITUTION DAY RESOLUTION

The Board of Southwest Technology Center does hereby adopt the following resolution regarding Federal Constitution Day.

WHEREAS: It is important that all students be aware the nature and function of the Constitution;

NOW THEREFORE BE IT RESOLVED THAT:

1. September 17 of each year shall be Constitution Day and Citizenship Day.
2. Each year, on September 17, Southwest Technology Center shall conduct educational programs, designed to highlight the historic and continuing importance of the United States Constitution.
3. When September 17 falls on a Saturday, Sunday, or holiday, Constitution Day and Citizenship Day shall be held during the preceding or following week.

## VII – P VOTER REGISTRATION

SWTC encourages student to complete Voter Registration Applications and provides the paper copy of voter registration applications in the School Counselor's office. These applications are also available at each county Election Board. Applications may be downloaded at www.elections.ok.gov

## VII - Q GRIEVANCE PROCEDURE FOR ALL STUDENTS

It is the desire of the administration and Board of Education of Southwest Technology Center that any complaint a student might have about a situation or procedure at the school be resolved in an informal manner. The first step would be:

**1. Review with the Instructor.**

a. Discuss the problem or complaint with an instructor, a counselor or an administrator. Forms may be obtained from the Compliance Coordinator.
b. In situations where a solution cannot be reached in this informal manner, the following steps are to be followed:

**2. Review with the Compliance Coordinators.**

a. The student must file a complaint in writing. A form will be provided for the student's convenience.
b. A review hearing will be scheduled within ten (10) school days and all individuals deemed necessary to give a full hearing to the complaint will be notified by the compliance coordinators.
c. The review hearing will be documented and signed by all parties.
d. If the complaint is not resolved, the student has the option of asking for a review by the superintendent or the superintendent's designee.

**3. Review with the Superintendent.**

a. The compliance coordinators will give the documentation, including the student's original complaint, to the superintendent immediately.
b. Upon receipt of the documentation the superintendent will set a time and place, at the earliest convenience for all parties involved, for the complaint review. All individuals deemed necessary for a full and complete hearing will be notified by the superintendent.
c. The review hearing will be documented and signed by all parties.
d. Within a reasonable time, usually not longer than thirty (30) days, the superintendent shall provide the student with a written decision, explaining what action (if any) will be taken (or proposed to the board of education, if necessary) in response to the student's complaint, and explaining the basis for the decision. The written decision shall also advise the student that, if the student is dissatisfied with the decision, the student may request a hearing with the board of education to present the student's evidence or arguments as to why the decision is inadequate and that the superintendent (or a designated administrator) should be contacted to request and discuss arrangements for a hearing.
e. If the complaint is not resolved, the student has the option of asking for a review by the board of education. (If a satisfactory resolution of the problem is reached, the student may still choose to talk with the board of education on the matter and will be placed on the next agenda if requested.)

**4. Review with the Board of Education.**

a. The superintendent will deliver to the president of the board of education all documentation of the complaint and the preceding review hearings.

b. The hearing will be scheduled at the next regularly scheduled board of education meeting, providing there is sufficient time to include the item on the agenda. (Normally the agenda is determined one week prior to the board meeting.) The student will be advised of the date, time, and place of the meeting at which the recommendation will be considered by the board. If the student fails to request a hearing within a reasonable time, usually not longer than thirty (30) days, and the recommendation is considered by the board as scheduled, the student is not entitled to have the matter reconsidered by a later request for a hearing.

c. The president of the board of education shall conduct the review hearing.

d. At a hearing requested by the student, the board will provide the student with a full and reasonable opportunity to present relevant evidence, testimony, and argument in support of the student's position. The student may be assisted or represented at the hearing by another person of the student's choice, including an attorney. The hearing may be conducted in executive session.

e. The superintendent shall notify the student of the board's decision and of the student's right to file an administrative complaint with the federal Department of Education within one hundred eighty (180) days of the action, event, or occurrence which gave rise to the student's complaint originally.

All board of education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Law and all parties to the complaint request a closed hearing.

# STUDENT COMPLAINT FORM

**Southwest Technology Center**
**711 W. Tamarack**
**Altus, OK 73521**

NAME _____ DATE _____

PROGRAM _____

REASON FOR COMPLAINT:

CHANGE REQUESTED:

_____
Signature

## VII – R SEXUAL HARASSMENT POLICY AND PROCEDURES

### POLICY

It is policy that sexual harassment by any individual under jurisdiction of Southwest Technology Center is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which sanctions may include dismissal of an employee and/or of a student.

Bad faith use of this policy to harass employees or students shall be considered sexual harassment for purposes of this policy and its attendant procedures.

The Chief Operating Officer shall select at the beginning of the school year two (2) Title IX Officers of the opposite sex. The two (2) officers for Southwest Technology Center are, Director of Business and Industry Services Kerry Evans and Director of Student Services Christie Rogers. Either officer shall have the authority to handle any case involving allegation of sexual harassment referred to him or her without regard to sex of the complainant. Employees chosen by the local directors to be Title IX Officers shall be presented to the Board for final approval.

### DEFINITION

Sexual harassment is behavior which is not welcome, which is personally offensive, which debilitates and which therefore interferes with the work and/or learning effectiveness of its victims.

### SEXUAL HARASSMENT ACTIONS

Sexual harassment actions include, but are not limited to, the following:

1. Unwelcome sexual flirtation, advances or propositions.
2. Verbal or written abuse of sexual nature, including suggestive jokes and innuendos.
3. Explicit verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual's body.
5. Sexually suggestive objects or pictures in the work place.

Possible levels at which sexual harassment may occur:

1. Among peers or co-workers
2. Between supervisors and subordinates
3. Imposed by non-employees or students
4. Imposed by an employee on a student or non-employee

### NOTICE OF POLICY

The Superintendent shall direct the Chief Operations Officers to make the intent and procedures of the sexual harassment policy and sexual harassment procedure known to all employees and all students of Southwest Technology Center. The Superintendent shall do this by directing appropriate procedures to be followed by said directors.

### COMPLAINT PROCEDURES

An employee or student who believes he or she has suffered sexual harassment by any other student or employee, including supervisors and co-workers, may bring the problem to the attention of the Title IX Officer.

The complaint will be made in writing. It is helpful if details of dates, times, places, and witness(es), if any, to the harassment can be provided.
At all times, strict confidentiality shall be required of Title IX Officers. Said officers shall also caution the complainant, the accused, and witness(es) to maintain confidentiality. Any writing or other physical evidence connected with any complaint shall be kept locked away by the appropriate Title IX Officer and shall be made available only to the Superintendent, the officer conducting the investigation, the complainant, the accused, and the attorneys involved. If the complainant or the accused is a minor, then the information and any redress requested by the complainant shall be made available also to the minor's parent or guardian.

### THE TITLE IX INVESTIGATIVE OFFICER'S PROCEDURE

1. Meet with the complainant to determine the nature and extent of the alleged incident.
2. Keep a thorough, written record of the complainant, including:
    - A. Name of the complainant
    - B. The person or persons accused of sexual harassment
    - C. Date
    - D. Time
    - E. Location
    - F. Description of the incident or incidents
    - G. Witnesses and their statements.
    - H. Any redress sought by the complainant

3. Meet with the person accused of sexual harassment and inform him or her that a complaint of sexual harassment has been made against him or her.
4. After gathering all information, the Title IX Officer believes relevant from the complainant, the accused, and other witnesses, the Title IX Officer will determine whether or not, in his or her opinion, sexual harassment has taken place.
5. After receiving the formal complaint, the Title IX Officer shall submit a written opinion concerning its validity to the local director who then shall submit it to the Superintendent within fifteen (15) classroom days.
6. The Superintendent shall then render a decision as to what action is to be taken, respecting all legal and constitutional rights due both the complainant and the accused.
7. Within ten (10) classroom days, an appeal of the Superintendent's decision may be made to the Board of Education, in which event the Board may accept, modify, or reject the Superintendent's decision.

CROSS-REFERENCE: Policy FB, Sexual Harassment of Students

## VII – S DRUG-FREE SCHOOL AND WORKPLACE POLICY

SWTC District Number 27, in recognition of the devastating effects that the unlawful use of drugs, alcohol and other controlled substances has on individuals, families and society in general; and in compliance with Public Law 101-226 and Public Law 100-690, establishes the following provisions and information to implement a Drug-Free School and Workplace.

### PLAN OF OPERATION

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

A. The Position Statement
B. Provisions and information associated with unlawful alcohol, drug and controlled substance abuse, describing:
    1. the legal sanctions
    2. the disciplinary sanctions by SWTC
    3. the health risks
    4. available counseling and treatment programs
    5. employee responsibilities for reporting criminal drug state convictions

SWTC 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*

SWTC exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through career technology 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, SWTC, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on District property, including grounds, buildings, parking lots and vehicles; or while participating in District activities or business while off campus.

*Provisions*

*SWTC's Drug-Free School and Workplace Program will operate under the following provisions:*

1. SWTC retains control over all District property, including buildings, grounds, parking lots and vehicles. Lockers/desks or any other property assigned to students/employees will be on a joint control basis, with the right to inspect at any time retained by SWTC.
2. 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 SWTC's Drug-Free School and Workplace policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
3. 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. SWTC will report all violations to the appropriate law enforcement authorities, including the Jackson County Sheriff's department. (See note on federal crime in information section).
4. Violation of SWTC's Drug-Free School and Workplace policy by secondary students will result in notification of parents/guardians in addition to the appropriate law enforcement authorities.
5. Disciplinary actions by SWTC will be administered fairly, in compliance with Federal and State statutes, and in compliance with SWTC's commitment to nondiscrimination, as established in the non-discrimination policy. Disciplinary actions may include any or all of the following:
    a. Suspension (in the case of employees, without pay)
    b. Probation pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program at the student's/employee's expense
    c. Expulsion for students
       Termination for employees
    d. Referral for prosecution
6. Employees of SWTC 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. SWTC will then notify any applicable federal contracting or granting agency within ten (10) days of the employee's notification. Appropriate disciplinary action will be taken against the employee convicted of drug-related activity in the workplace.

**Information**

Drugs and Federal Crime

In addition to 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 possess with intent to distribute, distribute or manufacture controlled substances in or near a public or private elementary, vocational or secondary school. Under this law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if such acts 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

Student and/or employees who violate SWTC's 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 administrative offices or at FindTreatment.gov. In addition, a listing of programs available in each county will be provided.

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

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

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

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

***Students will be required to sign an acknowledgment that they have read SWTC's Drug Free School and Workplace policy and agree to abide by it in all respects. By law, this acknowledgment and agreement are required as a condition of enrollment at SWTC.***

## VII – T NET PRICE CALCULATOR

The Net Price Calculator is available on the SWTC website at www.swtech.edu. The purpose of the Net Price Calculator is to assist in "estimating" the individual net price for attending an educational institution. The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. Please be advised that the calculator is for estimating purposes only. Final eligibility for aid is subject to the student completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov, meeting eligibility, meeting priority deadlines, and availability of funds. The results provided here should only be considered an estimate and do not guarantee the actual financial aid the student will receive. This estimate is not final; is not binding on the U.S. Secretary of Education, SWTC, or the state; and may change.

## VII – U GAINFUL EMPLOYMENT DISCOSURES AND REPORTING FOR PROGRAMS/CAREER OPTIONS

The U.S. Department of Education requires Southwest Technology Center to disclose information to prospective students about gainful employment for eligible career options that are 600 clock hours or greater in length with post-secondary (adult) student enrollment. Over 1/2 of our enrollment consists of secondary (high school) students. Gainful Employment disclosure job placement rates include adult students only. Our GE disclosures include: related occupations, program costs and length, on-time completion/graduation rates, job placement rates, and median loan debt. The placement rate methodology is determined by our accrediting agency which is the Oklahoma State Board of Career and Technology Education. Positive placement includes the following: employment related to the career option and program, continuing education, and military enlistment. It excludes program completers who are unemployed, but seeking employment and students not in the labor force. Southwest Technology Center does not participate in any student loan program and does not have financing plans available for students, therefore, students can finish a program at SWTC debt free.

SWTC Gainful Employment Disclosures and Career Option Brochures include CIP and SOC codes. CIP codes are used to provide a standard way of classifying fields of study, mostly at the post-secondary (college/university) level. The CIP Classification of Instructional Programs Code is listed under each career option in the Program information Sheet and located on the SWTC website at www.swtech.edu or in the Financial Aid Office. You can also access CIP Code information at www.nces.ed.gov/ipeds/cipcode. The SOC system was developed in response to the need for a universal occupational classification system. Such a classification system allows government agencies, private industry, and students to produce comparable data about occupations.

As of July 1, 2019, per federal regulations, SWTC GE Disclosures will be distributed to prospective students as a separate document before the student signs an enrollment application or makes any financial commitment to the institution. Per federal guidelines, written confirmation of the receipt of the GE Disclosure Template will be obtained from all prospective students.

SWTC is required to submit data to the U.S. Department of Education on students enrolled in GE programs including information to identify the student, program CIP code, credential level, length of the program, the student's attendance dates, and status during the award year. If the student completed or withdrew, SWTC must report the date, the total amount of tuition and fees charges, the total amount the student received from private loans, and the cost of attendance.

All Gainful Employment Disclosures are available on the SWTC website at www.swtech.edu. A hard copy of all GE Disclosures are kept in the Administrative/Business Office, Counselor's Office, and Financial Aid Office. For questions regarding Gainful Employment or to obtain a hard copy of the Gainful Employment Disclosures, please contact the Financial Aid Coordinator.

## VII – V FREE EXPRESSION ON CAMPUS

Freedom of Speech and Expression
Southwest Technology Center supports the freedom of speech and expression as authorized in Oklahoma Senate Bill 361. For additional information, please refer to the SWTC Board policy FNAA at www.swtech.edu.

## VII – W COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

## VII – X HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that 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 sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.
A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

# Southwest Technology Center
# 2026-2027 FULL TIME ENROLLMENT DIRECT CHARGE PER PROGRAM

| PROGRAM NAME | Career Major Hours | Program Tuition * | Book Resale Charge | Lab Fee & Dues | Certification exam Fee | Grad Fee | Total Program Charges |
|---|---|---|---|---|---|---|---|
| **AUTOMOBILE SERVICE TECHNOLOGY - Blake Roberts** | | | | | | | |
| Automotive Service Technician | 960 | $2,880.00 | 306.54 | 75.00 | 137.18 | 5.00 | 3,403.72 |
| **AVIATION MAINTENANCE TECHNOLOGY- Joe Schmitt, Nicholas Odom, James Shroyer, Larry Grimes** | | | | | | | |
| General Aviation | 600 | $1,800.00 | 225.36 | 50.00 | 175.00 | - | 2,250.36 |
| Airframe Mechanic | 1200 | $3,600.00 | 396.86 | 75.00 | 850.00 | 5.00 | 4,926.86 |
| Power Plant Mechanic | 750 | $2,250.00 | 148.24 | 75.00 | 675.00 | 5.00 | 3,153.24 |
| **BUSINESS AND COMPUTER TECHNOLOGY - Aracely Gonzales** | | | | | | | |
| Administrative Assistant | 600 | $1,800.00 | 232.58 | 70.00 | 65.00 | 5.00 | 2,172.58 |
| Financial Assistant | 600 | $1,800.00 | 377.78 | 70.00 | 65.00 | 5.00 | 2,317.78 |
| Legal Assistant | 960 | $2,880.00 | 449.25 | 70.00 | 65.00 | 5.00 | 3,469.25 |
| Social Media Marking Specialist | 960 | $2,880.00 | 282.58 | 70.00 | 65.00 | 5.00 | 3,302.58 |
| **CONSTRUCTION TECHNOLOGY- Steve Forster** | | | | | | | |
| Construction Technology | 960 | $2,880.00 | 210.75 | 75.00 | 73.00 | 5.00 | 3,243.75 |
| **COSMETOLOGY - Gina Seedig, Shelby Broaddus** | | | | | | | |
| Cosmetology | 1250 | $3,750.00 | 1,018.36 | 75.00 | 115.00 | 5.00 | 4,963.36 |
| Master Instructor | 600 | $1,800.00 | 288.48 | 25.00 | 115.00 | 5.00 | 2,233.48 |
| Practicing Master Instructor | 600 | $1,800.00 | 288.48 | 25.00 | 115.00 | 5.00 | 2,233.48 |
| **ENTREPRENEURSHIP - McKenzie Atteberry** | | | | | | | |
| Entrepreneurship | 960 | $2,880.00 | 552.51 | 70.00 | | 5.00 | 3,507.51 |
| **GRAPHIC DESIGN - Janine MacSporran** | | | | | | | |
| Graphic Design Specialist | 960 | $2,880.00 | 514.32 | 75.00 | 140.85 | 5.00 | 3,615.17 |
| **LICENSED PRACTICAL NURSING - Tyler Tims, Candice McPherson, Blaine Jumper** | | | | | | | |
| Practical Nurse *** | 1330 | $3,325.00 | 2,701.00 | 134.00 | 413.67 | 275.00 | 6,848.67 |
| **METAL FABRICATOR - Brent Stone** | | | | | | | |
| Metal Fabricator | 960 | $2,880.00 | 531.45 | 75.00 | 283.00 | 5.00 | 3,774.45 |
| **GENERAL & AIRFRAME AVIATION/EVENING - Jason Parker** | | | | | | | |
| General Aviation | 600 | $1,800.00 | 255.80 | 1,040.00 | 175.00 | | 3,270.80 |
| Airframe Mechanic | 600 | $1,800.00 | 253.89 | 1,040.00 | 675.00 | 5.00 | 3,773.89 |

* Note: Any student living in a district that does not pay property tax to Southwest TC, Caddo-Kiowa TC, Canadian Valley TC, Great Plains TC, Mid-America TC, Red River TC, or Western TC will be charged double tuition.

** Note: These exam charges will be paid directly to the certification exam testing site and therefore are not included in the program charges.

*** Note: Student is required to have a personal device compatible with online curriculum required in the program. SWTC will offer compatible devices for resale to students at the school's cost. Students must commit to this purchase at the December LPN meeting in order to allow time to order devices. Devices will be required in the first week of class. Students are responsible for uniforms at an estimated cost of $320.00 depending on uniforms selected by the student.

Updated: 7/13/26

# 2026–2027 COST OF ATTENDANCE

| | Dependent | | Independent | |
|---|---|---|---|---|
| **Automotive Service Technician - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,960.00 | $6,665.00 | $3,785.00 | $6,665.00 |
| **Book Charge*** | $306.54 | 306.54 | $306.54 | $306.54 |
| **Certification Exam Fee*** | $137.18 | $137.18 | $137.18 | $137.18 |
| **Direct Cost of Attendance** | **$3,403.72** | **$7,108.72** | **4,228.72** | **$7,108.72** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,719.72 | $17,424.72 | $25,986.72 | $28,866.72 |
| | **Dependent** | | **Independent** | |
| **General Aviation - 600 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $1,850.00 | $3,650.00 | $1,850.00 | $3,650.00 |
| **Book Charge*** | $225.36 | $225.36 | $225.36 | $225.36 |
| **Certification Exam Fee*** | $175.00 | $175.00 | $175.00 | $175.00 |
| **Direct Cost of Attendance** | **$2,250.36** | **$4,050.36** | **$2,250.36** | **$4,050.36** |
| Housing & Meals** | $3,575.00 | $3,575.00 | $7,580.04 | $7,580.04 |
| Transportation** | $ 756.25 | $756.25 | $1,603.47 | $1,603.47 |
| Miscellaneous** | $2,543.75 | $2,543.75 | $5,393.49 | $5,393.49 |
| Estimated Cost of Attendance w/living expenses | $9,125.36 | $10,925.36 | $16,827.36 | $18,627.36 |
| | **Dependent** | | **Independent** | |
| **Airframe Mechanic - 1200 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $3,680.00 | $7,280.00 | $3,680.00 | $7,280.00 |
| **Book Charge*** | $396.86 | $396.86 | $396.86 | $396.86 |
| **Certification Exam Fee*** | $850.00 | $850.00 | $850.00 | $850.00 |
| **Direct Cost of Attendance** | **$4,926.86** | **$8,526.86** | **$4,926.86** | **$8,526.86** |
| Housing & Meals** | $6,556.16 | $6,556.16 | $13,897.52 | $13,897.52 |
| Transportation** | $1,386.88 | $1,386.88 | $2,939.86 | $2,939.86 |
| Miscellaneous** | $4,664.96 | $4,664.96 | $9,888.62 | $9,888.62 |
| Estimated Cost of Attendance w/living expenses | $17,534.86 | $21,134.86 | $31,652.86 | $35,252.86 |
| | **Dependent** | | **Independent** | |
| **Powerplant - 750 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,330.00 | $4,555.00 | $ 2,305.00 | $4,555.00 |
| **Book Charge*** | $148.24 | $148.24 | $148.24 | $148.24 |
| **Certification Exam Fee*** | $675.00 | $675.00 | $675.00 | $675.00 |
| **Direct Cost of Attendance** | **$3,153.24** | **$5,378.24** | **$3,128.24** | **$5,378.24** |
| Housing & Meals** | $4,768.40 | $4,768.40 | $10,108.28 | $10,108.28 |
| Transportation** | $1,008.70 | $1,008.70 | $2,138.29 | $2,138.29 |
| Miscellaneous** | $3,392.90 | $3,392.90 | $7,192.43 | $7,192.43 |
| Estimated Cost of Attendance w/living expenses | $12,323.24 | $14,548.24 | $22,567.24 | $24,817.24 |
| | **Dependent** | | **Independent** | |
| **Administrative Assistant - 600 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $1,875.00 | $3,675.00 | $1,875.00 | $3,675.00 |
| **Book Charge*** | $232.58 | $232.58 | $232.58 | $232.58 |
| **Certification Exam Fee*** | $65.00 | $65.00 | $65.00 | $65.00 |

| | | | | |
|---|---|---|---|---|
| **Direct Cost of Attendance** | **$2,172.58** | **$3,972.58** | **$2,172.58** | **3,972.58** |
| Housing & Meals** | $3,575.00 | $3,575.00 | $7,580.04 | $7,580.04 |
| Transportation** | $756.25 | $756.25 | $1,603.47 | $1,603.47 |
| Miscellaneous** | $2,543.75 | $2,543.75 | $5,393.49 | $5,393.49 |
| Estimated Cost of Attendance w/living expenses | $9,047.58 | $10,847.58 | $16,749.58 | $18,549.58 |
| | **Dependent** | | **Independent** | |
| **Financial Assistant - 600 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $1,875.00 | $3,675.00 | $1,875.00 | $3,675.00 |
| **Book Charge*** | $377.78 | $377.78 | $377.78 | $377.78 |
| **Certification Exam Fee*** | $65.00 | $65.00 | $65.00 | $65.00 |
| **Direct Cost of Attendance** | **$2,317.78** | **$4,117.78** | **$2,317.78** | **$4,117.78** |
| Housing & Meals** | $3,575.00 | $3,575.00 | $7,580.04 | $7,580.04 |
| Transportation** | $756.25 | $756.25 | $1,603.47 | $1,603.47 |
| Miscellaneous** | $2,543.75 | $2,543.75 | $5,393.49 | $5,393.49 |
| Estimated Cost of Attendance w/living expenses | $9,192.78 | $10,992.78 | $16,894.78 | $18,694.78 |
| | **Dependent** | | **Independent** | |
| **Social Media Marketing Specialist - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,955.00 | $5,835.00 | $2,955.00 | $5,835.00 |
| **Book Charge*** | $282.58 | $282.58 | $282.58 | $282.58 |
| **Certification Exam Fee*** | $65.00 | 65.00 | $65.00 | $65.00 |
| **Direct Cost of Attendance** | **$3,302.58** | **$6,182.58** | **$3,302.58** | **$6,182.58** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $ 11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,618.58 | $16,498.58 | $25,060.58 | $27,940.58 |
| | **Dependent** | | **Independent** | |
| **Legal Assistant - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,955.00 | $5,835.00 | $2,955.00 | $5,835.00 |
| **Book Charge*** | $449.25 | $449.25 | $449.25 | $449.25 |
| **Certification Exam Fee*** | $65.00 | $65.00 | $65.00 | $65.00 |
| **Direct Cost of Attendance** | **$3,469.25** | **$6,349.25** | **$3,469.25** | **$6,349.25** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,785.25 | $16,665.25 | $25,227.25 | $28,107.25 |
| | **Dependent** | | **Independent** | |
| **Construction Technology - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,960.00 | $5,840.00 | $2,960.00 | $5,840.00 |
| **Book Charge*** | $210.75 | $210.75 | $210.75 | $210.75 |
| **Certification Exam Fee*** | $73.00 | $73.00 | $73.00 | $73.00 |
| **Direct Cost of Attendance** | **$3,243.75** | **$6,123.75** | **$3,243.75** | **$6,123.75** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $ 1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,559.75 | $16,439.75 | $25,001.75 | $27,881.75 |

| | Dependent | | Independent | |
|---|---|---|---|---|
| **Cosmetology - 1250 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $3,830.00 | $7,580.00 | $3,830.00 | $7,580.00 |
| **Book Charge*** | $1,018.36 | $1,018.36 | $1,018.36 | $1,018.36 |
| **Certification Exam Fee*** | $115.00 | $115.00 | $115.00 | $115.00 |
| **Direct Cost of Attendance** | **$4,963.36** | **$8,713.36** | **$4,963.36** | **$8,713.36** |
| Housing & Meals** | $3,575.00 | $3,575.00 | $13,522.60 | $13,522.60 |
| Transportation** | $756.25 | $756.25 | $2,860.55 | $2,860.55 |
| Miscellaneous** | $2,543.75 | $2,543.75 | $ 9,621.85 | $9,621.85 |
| Estimated Cost of Attendance w/living expenses | $11,838.36 | $15,588.36 | $30,968.36 | $34,718.36 |
| | **Dependent** | | **Independent** | |
| **Master Instructor - 600 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $1,830.00 | $3,630.00 | $1,830.00 | $3,630.00 |
| **Book Charge*** | $288.48 | $288.48 | $288.48 | $288.48 |
| **Certification Exam Fee*** | $115.00 | $115.00 | $115.00 | $115.00 |
| **Direct Cost of Attendance** | **$2,233.48** | **$4,033.48** | **$2,233.48** | **$4,033.48** |
| Housing & Meals** | $3,575.00 | $3,575.00 | $7,580.04 | $7,580.04 |
| Transportation** | $756.25 | $756.25 | $1,603.47 | $1,603.47 |
| Miscellaneous** | $2,543.75 | $2,543.75 | $5,393.49 | $5,393.49 |
| Estimated Cost of Attendance w/living expenses | $9,108.48 | $10,908.48 | $16,810.48 | $18,610.48 |
| | **Dependent** | | **Independent** | |
| **Entrepreneurship - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,955.00 | $5,835.00 | $2,955.00 | $5,835.00 |
| **Book Charge*** | $552.51 | $552.51 | $552.51 | $552.51 |
| **Certification Exam Fee*** | $- | $- | $- | $- |
| **Direct Cost of Attendance** | **$3,507.51** | **$6,387.51** | **$3,507.51** | **$6,387.51** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,823.51 | $16,703.51 | $25,265.51 | $28,145.51 |
| | **Dependent** | | **Independent** | |
| **Graphic Design Specialist - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,960.00 | $5,840.00 | $2,960.00 | $5,840.00 |
| **Book Charge*** | $514.32 | $514.32 | $514.32 | $514.32 |
| **Certification Exam Fee*** | $140.85 | $140.85 | $140.85 | $140.85 |
| **Direct Cost of Attendance** | **$3,615.17** | **$6,495.17** | **$3,615.17** | **$6,495.17** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | 2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,931.17 | $16,811.17 | $25,373.17 | $28,253.17 |
| | **Dependent** | | **Independent** | |
| **Metal Fabrication - 960 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,960.00 | $5,840.00 | $2,960.00 | $5,840.00 |
| **Book Charge*** | $531.45 | $531.45 | $531.45 | $531.45 |
| **Certification Exam Fee*** | $283.00 | $283.00 | $283.00 | $283.00 |
| **Direct Cost of Attendance** | **$3,774.45** | **$6,654.45** | **$3,774.45** | **$6,654.45** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |

| | | | | |
|---|---|---|---|---|
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $14,090.45 | $16,970.45 | $25,532.45 | $28,412.45 |
| | **Dependent** | | **Independent** | |
| **Practical Nurse - 1330 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $3,734.00 | $8,035.00 | $4,045.00 | $8,035.00 |
| **Book Charge*** | $2,701.00 | $2,701.00 | $2,701.00 | $2,701.00 |
| **Certification Exam Fee*** | $413.67 | $413.67 | $413.67 | $413.67 |
| **Direct Cost of Attendance** | **$6,848.67** | **$11,149.67** | **$7,159.67** | **$11,149.67** |
| Housing & Meals** | $6,959.68 | $6,959.68 | $14,752.92 | $14,752.92 |
| Transportation** | $1,472.24 | $1,472.24 | $3,120.81 | $3,120.81 |
| Miscellaneous** | $4,952.08 | $4,952.08 | $10,497.27 | $10,497.27 |
| Estimated Cost of Attendance w/living expenses | $20,232.67 | $24,533.67 | $35,530.67 | $39,520.67 |
| | **Dependent** | | **Independent** | |
| **General Aviation Evening - 600 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,840.00 | $4,640.00 | $2,840.00 | $4,640.00 |
| **Book Charge*** | $255.80 | $255.80 | $255.80 | $255.80 |
| **Certification Exam Fee*** | $175.00 | $175.00 | $175.00 | $175.00 |
| **Direct Cost of Attendance** | **$3,270.80** | **$5,070.80** | **$3,270.80** | **$5,070.80** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $13,586.80 | $15,386.80 | $25,028.80 | $26,828.80 |
| | **Dependent** | | **Independent** | |
| **Airframe Mechanic Eve - 1200 Hour** | **In-District** | **Out-District** | **In-District** | **Out-District** |
| **Tuition and Fees*** | $2,845.00 | $4,645.00 | $2,845.00 | $4,645.00 |
| **Book Charge*** | $253.89 | $253.89 | $253.89 | $253.89 |
| **Certification Exam Fee*** | $675.00 | $675.00 | $675.00 | $675.00 |
| **Direct Cost of Attendance** | **$3,773.89** | **$5,573.89** | **$3,773.89** | **$5,573.89** |
| Housing & Meals** | $5,364.32 | $5,364.32 | $11,314.16 | $11,314.16 |
| Transportation** | $1,134.76 | $1,134.76 | $2,393.38 | $2,393.38 |
| Miscellaneous** | $3,816.92 | $3,816.92 | $8,050.46 | $8,050.46 |
| Estimated Cost of Attendance w/living expenses | $14,089.89 | $15,889.89 | $25,531.89 | $27,331.89 |

This cost of Attendance is based on a full-time program which consist of 750 hours or more and attended over a 6 month to 9 month period. All tuition costs provided are for full-time enrollment and will be adjusted for half time enrollment.

***Direct costs are items that are directly related to you attending SWTC and will appear on your SWTC invoice.**
******Indirect costs will not appear on your invoice but are estimated costs associated while attending SWTC and should be included in your personal budget. Most of the Indirect costs would be incurred whether you attend school or not.
SWTC has based these Indirect costs on the Consumer Price Index as of December 2025. Source: US Department of Labor

# SWTC 2026-2027 ANNUAL NOTICE
# REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

| *What to Disclose, When, and to Whom* | *Description of Information to be Disclosed* | *Where to Find Information* |
|---|---|---|
| What**: Institutional Information**<br><br>To: Enrolled Students<br>When: Annually the 1st week of class<br><br>To: Enrolled Students<br>Prospective Students<br>When: Upon Request | ● Cost of attending school i.e.: Tuition and Fees<br>● Institutional Refund Policy/Requirements for officially withdrawing from school<br>● Information regarding the school's academic support and career tech career options<br>● Copyright/peer to peer<br>● Entities that accredit, license, or approve the school and its career options and procedures for reviewing school's accreditation, licensing, or approval documentation<br>● Description of any special services and facilities for disabled students<br>● Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them<br>● Net Price Calculator<br>● Grievance Procedures, Constitution Day, Voter Registration | ● Student Policies and Consumer Information Handbook<br>● SWTC Website<br>**www.swtech.edu** |
| What**: Financial Assistance Information**<br><br>To: Enrolled Students<br>When: Annually the 1st week of class<br><br>To: Enrolled Students<br>Prospective Students<br>When: Upon Request | ● 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<br>● Rights 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 student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy<br>● Procedures for the Return of Title IV Aid and Repayments by withdrawn students | ● Student Policies and Consumer Information Handbook<br>● Financial Aid Policy & Procedures Handbook<br>● SWTC Website<br>**www.swtech.edu/** |
| What: **Family Education Rights and Privacy ACT (FERPA)**<br>To: Enrolled Students<br>Parents of enrolled students under the age of 18<br>Prospective Students<br>When: Annually 1st week of class, upon request, and annually in local newspapers | ● Right to and procedures for inspecting and reviewing student's education records<br>● 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<br>● Right to file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements<br>● Right of school to disclose personally identifiable information contained in student's education records without prior consent<br>● Students right for directory information to not be disclosed | ● Student Policies and Consumer Information Handbook<br>● SWTC Board of Education Policies<br>**www.swtech.edu** |
| What: **Completion/Graduation Rate, Retention Rate, and Transfer Out Rate**<br><br>To: Enrolled Students<br>Prospective Students<br>When: Upon Request | ● The institution's completion/graduation rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who graduated or completed their career option within 150% of the normal time (scheduled length of career option) for graduation or completion<br>● 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 option is less than or equal to 1050 clock hours, or 30 days if their career option is longer than 1050 clock hours<br>● 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<br>● Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants<br>● Retention rates of certificate or degree-seeking first-time full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS) | ● SWTC Website<br>**www.swtech.edu**<br>● Paper copy available upon request in the Financial Aid Office<br>● U.S. Dept of Ed's College Opportunities On-Line website:<br><br>http://nces.ed.gov/collegenavigator |
| What: **Campus Security Report**<br><br>To: Current Students & Employees<br>When: Annually by Oct 1 & upon request<br><br>To: Prospective Students & Employees<br>When: With application & upon request<br><br>To: U.S. Dept of Education<br>When: Annually by Oct 1st | ● Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes<br>● 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<br>● Emergency Response and Evacuation Procedures<br>● Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | ● Student Policies and Consumer Information Handbook<br>● SWTC Board of Education Policies<br>● Campus Safety & Security Annual Report to the Community Hdbk<br>● SWTC Website<br>**www.swtech.edu**<br>● Paper copy available upon request<br>● http://ope.ed.gov/security |
| What: **Drug and Alcohol Abuse Prevention**<br><br>To: Enrolled Students<br>When: Annually 1st week of class & upon request<br><br>To: Current Employees<br>When: Annually & upon request | ● Information on preventing drug and alcohol abuse<br>● 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<br>● A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol<br>● A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees<br>● A description of the health risks associated with the use of illicit drugs and alcohol<br>● 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 these sanctions, up to and including expulsion, termination of employment, and referral for prosecution | ● Drug Free School and Workplace Policy found in the Student Policies and Information Handbook<br>● Paper copy available upon request in the Financial Aid Office<br>● SWTC Website<br>**www.swtech.edu** |
| What**: Gainful Employment**<br><br>To: Prospective & Enrolled Students<br>When: Annually the 1st week of class & upon request | ● Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc. | ● Student Policies & Consumer Info Hdbks<br>● Paper copy available upon request<br>● SWTC Website<br>**www.swtech.edu** |

This notice is distributed annually to all current and prospective students. It is also located on the SWTC website, in the Student Handbook, and in Student Consumer Information Handbook. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, the Administrative/Business Office, the Counselor's Office, and on the SWTC website at **www.swtech.edu**

# Southwest Technology Center

## STUDENT POLICIES AND CONSUMER INFORMATION 2026-2027

**I have read the "Student Policies and Consumer Information for 2026-2027" and the Drug-Free Campus Policy.**

**I understand and agree to abide by the policies, procedures, and statements presented in the student handbook**.

PROGRAM ENROLLED:_____

PRINT STUDENT NAME:_____

STUDENT SIGNATURE:_____

DATE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

# SOUTHWEST TECHNOLOGY CENTER
# INTERNET ACCESS CONDUCT AGREEMENT
## 2026- 2027

***Every student, regardless of age, must read and sign below:***
I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (Print Clearly) _____ Home Phone_____

User's Signature: _____ Date: _____

Address: _____

Status: Student_____ Staff_____ Patron_____ I am 18 or older_____ I am under 18_____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (Please Print): _____ Home Phone: _____

Signature _____ Date:_____

Address: _____

This agreement is valid for the _____ school year only.

***Adoption Date: May 15, 2006***