GREEN COUNTRY TECHNOLOGY CENTER



FULL-TIME STUDENT HANDBOOK 2026-2027

BOARD OF EDUCATION

David Dykes – President
Jason Harvey –Vice President
Marilyn Sulivant –Clerk
Kenneth LeBlanc– Member
Chad Spurlock–Member

ADMINISTRATION

Superintendent – Roger King
Director of Instruction/Curriculum – Ryan Dunn
Director of Nursing – Jami Lympany
Director of Maintenance/Transportation/Custodial - Bobby Green
Director of Student Services – Jessie Spring
Director of Workforce & Economic Development – Wade Lackey

CLASS SCHEDULE:

AM Session: 8:00 AM – 11:00 AM
(7:55-8:00 a.m. - Passing Period)

PM Session: 12:30 PM – 3:30 PM
(12:25-12:30 p.m.- Passing Period)

MISSION, VISION, CORE VALUES

Mission

Developing a skilled workforce by preparing YOU for success.

Vision

We are leaders in securing Oklahoma's future.

Core Values

We believe in SUCCESS:

Service
Unity
Compassion
Commitment
Ethical Behavior
Significant Relationships
Strategic Data-Informed Decisions

TABLE OF CONTENTS 1

KNOWING AND ABIDING BY HANDBOOK POLICIES 4

STUDENT POLICY 4

APPROVALS/ACCREDITATION 4

STUDENT ENROLLMENT 5

CAREER PROGRAMS OFFERED 5

TUITION 6

SCHOLARSHIPS 7

INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS 8

PRIOR CREDIT FOR ADULT STUDENTS 9

STUDENT SERVICES 9

FINANCIAL ASSISTANCE 10

ATTENDANCE 15

DOCUMENTATION OF ABSENCES 16

TARDY/LEAVE EARLY POLICY 16

LEAVE OF ABSENCE POLICY FOR STUDENTS ON FINANCIAL AID 16

REPORT OF STUDENT PROGRESS 18

EDUCATIONAL RECORDS 18

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 18

CERTIFICATE OF COMPLETION 19

TRANSPORTATION 19

BUS ROUTE SCHEDULE 20

VISITORS 21

INTRUDER POLICY 21

DRESS CODE 22

"DRUG-FREE SCHOOL AND WORKPLACE" PROGRAM	22
WEAPONS FREE SCHOOL POLICY	23
SEXUAL HARASSMENT	24
THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.4)	24
DISCIPLINE CODE OF CONDUCT	28
IMPLIED AUTHORITY	29
STUDENT SUSPENSION	30
EMERGENCY SUSPENSION	31
APPEAL OF SUSPENSION	31
SEARCH AND DETENTION	31
STUDENT GRIEVANCE PROCEDURE	32
STUDENT ORGANIZATIONS	37
NATIONAL TECHNICAL HONOR SOCIETY	37
PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES	37
CELL PHONE USAGE	37
BREAKS	38
STUDENT LOCKERS	38
PERSONAL PROPERTY	38
SECURITY DRILLS	38
ON-JOB-TRAINING	39
CANCELLATION OF CLASSES/EMERGENCIES	39
ASBESTOS STATEMENT	39
POLICY NOTIFICATION	39
STUDENT HEALTH POLICIES	39
LEGAL ISSUES	39

VACCINATIONS/IMMUNIZATIONS 39
DISTRIBUTION OF PRINTED MATERIALS 40
COPYRIGHT 40
CONSTITUTION DAY/CITIZENSHIP DAY 42
VETERAN'S DAY 42
MOMENT OF SILENCE 43
MISREPRESENTATION 43
CARE OF TEXTBOOKS, TOOLS, EQUIPMENT 43
MAKE-UP WORK 43
OFFICE PERSONNEL 43
STUDENT FORMS 45
EMERGENCY AND CLASS TRIP PERMISSION 45
STUDENT SAFETY PLEDGE 45
PHOTOGRAPHY/VIDEO RELEASE 45
RELEASE OF INFORMATION AGREEMENT 45
WAIVER OF INSURANCE RESPONSIBILITY 45
AUTOMATED COMMUNICATION 46
CODE OF CONDUCT FOR INTERNET / ACCEPTABLE USE 46
NONDISCRIMINATION STATEMENT 50
ANNUAL CONSUMER INFORMATION 51
SCHOOL CALENDAR 52
STUDENT HANDBOOK SIGNATURE PAGE 53

GREEN COUNTRY TECHNOLOGY CENTER
STUDENT INFORMATION

KNOWING AND ABIDING BY HANDBOOK POLICIES

Each student is responsible for knowing and abiding by these policies and others, which may be prepared and posted throughout the year.

The objective of Green Country Technology Center (GCTC) is to provide quality training in technical education to high school and adult students.

Our purpose demands that we meet changing and growing educational and industrial needs. This commitment means the development of new approaches and designs for learning. The long-range concerns and needs of industry, business and labor, and the consumer, challenge us to design instructional career pathways that will provide competent citizens with an opportunity to learn new skills and upgrade present skills.

GCTC realizes that all skills are transferable when the students understand the career field for which they are preparing and when they are motivated to become part of that field. GCTC also realizes that job skills not only provide the development of technical expertise, but they also promote student experiences that help to develop the interpersonal skills that contribute to a successful work life.

STUDENT POLICY

Each student should use this handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at GCTC. No Student Handbook can anticipate every situation or question about policies. Therefore, GCTC reserves the right to revise, supplement, or rescind any policies or portions of this handbook as needed.

APPROVALS/ACCREDITATION

Green Country Technology Center is fully accredited by the Oklahoma State Department of Education and the Oklahoma State Board of Career and Technology Education. Green Country Technology Center is approved by the U.S. Department of Education, ODVA State Approving Agency, Workforce Innovation & Opportunity Act, and Vocational Rehabilitation.

Additional Approval Agencies for GCTC Programs:

Emergency Medical Technician - Oklahoma State Department of Health
Practical Nursing - Oklahoma Board of Nursing
Long Term Care Nurse Aid/CMA - Oklahoma State Department of Health
Security Guard Phases(I-V) - Council on Law Enforcement Education & Training
Cosmetology – Oklahoma State Board of Cosmetology and Barbering

Copies of these letters may be requested from the Superintendents' office. Documentation will be made available within 10 working days of the submitted written request.

STUDENT ENROLLMENT

High School Day Enrollment

Junior and Senior students are admitted based on interest, need, attendance history, and performance in past schoolwork.

High school students below the eleventh grade may be enrolled if they meet age requirements and have special circumstances. The students must be referred by their high school principal.

High school students residing in the Green Country Technology Center District may attend free of charge.

Adult Day Enrollment

Adult students may enroll who satisfy the following requirements:

- Must be at least 16 years of age and not enrolled in a high school.
- Complete assessment by the Technology Center (testing, interpretation of results, career counseling, and placement in major).

Students who wish to receive financial aid must have a high school diploma or a G.E.D.

CAREER PROGRAMS OFFERED

Green Country Technology Center is accredited to offer the following career programs. A secondary student (high school student) may attend the morning session or the afternoon session. An adult student may attend the morning session or the afternoon session or both. Programs vary in length of hours; therefore, completion of a program will depend on the student's start date, enrollment status as full or half time, and individual program.

PROGRAM	INSTRUCTOR	EMAIL	EXT
ARCHITECTURE & CONSTRUCTION			
Construction Trades	James Ferguson, Trade/Industrial	jferguson@gctcok.edu	201
Electrician	Austin Wilson, Trade/Industrial	awilson@gctcok.edu	208
Residential/Light Commercial HVAC/R Technician	Stephen Morgan, Trade/Industrial	smorgan@gctcok.edu	290
HUMAN SERVICES			
Cosmetology	Sherri Baker, Trade/Industrial	sbaker@gctcok.edu	242
Cosmetology	Samantha Cozbey, Trade/Industrial	scozbey@gctcok.edu	242
HEALTH SCIENCE			
Health Careers Certification (HCC)/Anatomy	Rebecca Graham, M.A.	rgraham@gctcok.edu	224
Medical Assisting/Medical Assisting with Phlebotomy	Amanda Longan, RN, BSN	alongan@gctcok.edu	240

Health Careers Certification (HCC)	Amie Underwood, MSN, RN	aunderwood@gctcok.edu	245
Practical Nursing (LPN)	Jami Lympany, BSN, RN, MS-BC	jlympany@gctcok.edu	251
Practical Nursing (LPN)	Robyn Warren, MSN, RN	rwarren@gctcok.edu	239
INFORMATION TECHNOLOGY			
Programming & Video Game Development	Morgan Houston, Career Tech Business	mhouston@gctcok.edu	230
MANUFACTURING			
Combination Welder	Steven Hale, Trade/Industrial	shale@gctcok.edu	238
CAREER SERVICES			
Counselor/Advisor	Karla James, M.Ed, LPC	kjames@gctcok.edu	226

TUITION

Tuition charges for day-time classes are as follows:

	SEMESTER	YEAR
SECONDARY IN-DISTRICT	NO TUITION COST	NO TUITION COST
ADULT IN-DISTRICT (Okmulgee County)	HALF-TIME (½ DAY) FULL-TIME (ALL-DAY) $2.50/hour	HALF-TIME (½ DAY) FULL-TIME (ALL-DAY) $2.50/hour
***ADULT OUT-OF-DISTRICT**	HALF-TIME (½ DAY) FULL-TIME (ALL-DAY) $5.00/hour	HALF-TIME (½ DAY) FULL-TIME (ALL-DAY) $5.00/hour

*Adult students attending out of district may qualify for a tuition waiver to reduce tuition to the in-district rate. The tuition waiver should be completed during registration.

Payment for a program is expected by the due dates indicated on the fee sheet, unless prior arrangements have been made or the student is eligible to receive financial aid to cover costs incurred by the student. Students receiving financial aid who did not meet Satisfactory Academic Progress for the previous payment period will be placed on financial aid warning in the current payment period. Students may receive financial aid assistance during their warning period; however, if they do not meet Satisfactory Academic Progress requirements during their warning period, they will be placed on suspension and will not be eligible for financial aid until completion of a pay period in which the student has met all Student Academic Progress requirements. Students on suspension must pay tuition fees for the remainder of their program by the first day of their suspended pay period. Students who do not make payments in accordance with district policies will be withdrawn from their program.

SCHOLARSHIPS

Next Step Scholarship

The Next Step Scholarship waives the last $500.00 in tuition only on the student's account for the Practical Nursing program. The Next Step Scholarship is designed for individuals who have a high school diploma/GED, has successfully completed the Health Careers Certification (HCC) program at GCTC as a high school student, and has been accepted into the Practical Nursing program at GCTC. Recipients must be enrolled within 12 months of their high school graduation date.

Ida Marie Koerner Scholarship

The Ida Marie Koerner scholarship is given annually only to Green Country Technology Center high school seniors for post-secondary education. The scholarship amount varies each year. This scholarship was established in 2006 when Ms. Ida Marie Koerner bequeathed the scholarship funds to GCTC upon her passing. Ms. Koerner was the Okmulgee County Treasurer for 18 years and a strong supporter of Green Country Technology Center. The total scholarship allocation amount awarded annually will be limited to the accumulated gain in the trust. Applications will be available beginning March 1st, will be due by April 15th, and will be awarded at the GCTC Graduation Ceremony. Scholarship applications will be reviewed by a committee and approved by the GCTC Superintendent. Scholarship qualifications are as follows: Minimum of 2.75 GPA at GCTC, 90% attendance rate or better, & must agree to acquire the scholarship in the Summer or Fall Semester immediately following their high school graduation. Awarded monies will go directly to the post-secondary institution upon student enrollment verification and a student account invoice submitted to the GCTC business office. This scholarship can apply to any required or optional post-secondary education charges. Upon completion of the program or courses, any remaining monies may be refunded to the student. The remaining monies of students who do not successfully complete the program or courses should be refunded back to Green Country Technology Center. All unused awarded scholarship monies will be used for additional training scholarships for currently enrolled GCTC students to cover costs such as certification testing, books, supplies, etc.

One Year, One Career Scholarship

The One Year, One Career Scholarship provides qualifying students with a tuition waiver up to 1250 clock-hours at in-district rate for a full-time program at GCTC (EXCLUDES the Practical Nursing program). The student is responsible for any remaining tuition and all fees. To qualify, students must NOT have attended GCTC as a high school student, must have a high school diploma from one of the GCTC partner high schools, must reside within the GCTC district, must agree to follow enrollment procedures (including a program entrance exam, agree to pursue the program of choice at least 18 months immediately following their high school graduation, and provide a final high school transcript prior to their enrollment.

Senior Scholarship

The Senior Scholarship provides qualifying students with a tuition waiver to complete their GCTC program hours or Career Path remaining from their Senior year of high school. Returning Seniors have the option to purchase supplies/kits for their GCTC program. However, all returning seniors must pay for books, testing, and fees for their program. To qualify and apply, students must have attended GCTC their senior year ONLY, reside in the GCTC district, and agree to acquire the scholarship the year immediately following high school graduation.

Otha Grimes 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. Applicants must use the authorized application form provided by the Financial Aid coordinator or online at www.gctcok.edu under Student Resources/Scholarships. Fill it out as directed and return it to the Central Office by the stated deadline. Scholarships are reserved for adult students who may not qualify for other scholarships or student assistance programs. Scholarships are awarded more based on need and commitment, rather than on grades. Scholarships are determined by the Oklahoma Career Tech Foundation. The scholarship stipulates that the award is used toward books, tuition, and other direct expenses incurred for technology training. 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 refundable sponsorships, a check is then issued by the Central Office staff to the student.

INSTITUTIONAL REFUND POLICY FOR ADULT STUDENTS

General Guidelines

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.
2. A $10.00 processing fee will be assessed to all refund requests on short-term courses, except international students (see section below), after the first class has met. Under extenuating circumstances, the adult education director may waive the fee.
3. A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of the refund request approval to receipt of a refund check.
4. No refund is given for fee purchases.
5. Non-attendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form to be eligible for a refund.
6. A refund request will not be approved unless all financial obligations to the technology center have been met.
7. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another GCTC program.

Full-Time Programs

If a student withdraws before classes begin, a full refund will be given. If the student has begun classes but not yet completed and drops or withdraws, a partial tuition refund may be given depending upon how far the student has progressed in the program.

Students withdrawing before completing 25% of the program scheduled hours will receive a refund of one half of the amount of tuition paid.

Students withdrawing after completing 25% of the program scheduled hours will receive no refund.

No refunds will be given for books, supplies, fees, or any other non-tuition cost.

Refunds are disbursed by the Business Office within ten days after notice of a student withdrawal has been received from the administration. Notification of refund is made by phone and mail through the Business Office.

If a student's tuition has been paid by an agency or through financial assistance, refunds will be processed in accordance with the rules and policies of the tuition source. In addition to GCTC's refund policy, students receiving Title IV Federal Financial Aid are subject to the Return of Title IV Funds. Detailed information on the Return of Title IV Funds can be found in section 15 of the GCTC Financial Aid Policy

and Procedures Manual.

PRIOR CREDIT FOR ADULT FULL TIME STUDENTS

Adult students, who have previous educational experience and are enrolling at Green Country Technology Center, will be asked to provide a transcript indicating all courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide Joint Service Transcripts (JST) and Community College of the Air Force (CCAF).

The instructor will meet with the student either prior to enrollment or at the beginning of his/her program to determine what, if any, credit will be applicable to the program at Green Country Technology Center. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the program, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may want to contact the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within a reasonable amount of time. If prior or advanced standing credit is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours.

Advanced standing credit can also be issued to GCTC students who complete one program at GCTC and then enroll in another, or those who may change from one program to another. The decision as to whether the credit will be issued will be determined by the instructor after a student/instructor meeting as stated above, and no tuition or fees will be charged to the student for the advanced standing credit granted.

STUDENT SERVICES

Guidance and Counseling

The Green Country Technology Center counselor is available to assist individuals with career and technical aptitudes and interests. The counselor also can assist with personal development, decision making, academic problems, and personal adjustment problems. Students are encouraged to use the counseling services available.

Green Country Technology Center is making a good faith effort to comply with the provisions and responsibilities of the Americans with Disabilities Act of 1990 (ADA). Services are available to students with disabilities, including accommodation in facilities, classrooms, and services.
For more information, you may contact Jessie Spring, Compliance Coordinator at 918-295-4675 or jspring@gctcok.edu.

Assessment

All full-time adult students will participate in a testing program, which measures abilities in the basic skills areas of applied math, graphic literacy, and workplace documents. These tests will be administered prior to student enrollment. High school students are required to provide a copy of their OK Career Guide or OK College Start Interest Inventory and Career Assessment.

Career Services

Career Services is designed to help students in technology education by providing assistance in basic and advanced academic skills for their specified career program. Students also prepare resumes, portfolios, and reinforce employability skills. All students have access to Career Services that provide the curriculum and resources to support the students' career program.

Financial Aid

Financial Aid is available to students who qualify for Federal Pell Grants and state grants in addition to scholarships and tuition waivers. For more information about all aid available at GCTC please contact the financial aid office or see the Financial Assistance section of the student handbook and financial aid page of the GCTC website (www.gctcok.edu). Students needing financial assistance to attend GCTC are encouraged to call 918-295-4629.

**GCTC does not participate in any federal student loan programs.*

FINANCIAL ASSISTANCE

Federal Pell Grant (Title IV Federal Student Aid)

The Federal Pell Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education. Federal Pell grant awards are based on family size, income and assets of the student and family and on the actual number of clock hours attended by the student. A Federal Pell Grant is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's degree.

Pell Application Procedures

Students must complete a Free Application for Federal Student Aid (FAFSA) application online at fafsa.gov. Identify Green Country Technology Center as a school choice. GCTC's Federal Code is 031262. All adults and graduating high school students are encouraged to apply. Recipients must reapply each year. Assistance in completing the FAFSA is available in the Student Service Center.

Through the FAFSA application, students may qualify for the Federal Pell Grant (apply as early as October 1) and the Oklahoma Tuition Aid Grant (apply as early as October 1 for best consideration).

After completion and submission of the application, applicants will receive a FAFSA Submission Summary via email and through their online FSA account. This report gives a summary of application information and the determination of the student aid index. Students are required to submit a valid FAFSA Submission Summary while enrolled at GCTC to be eligible for federal student aid.

Students should review all the information on the FAFSA Submission Summary. If any changes are necessary, the student should submit the corrections by logging back into their FSA account and reopen their FAFSA application.

Eligibility

To receive financial aid the student must:

*Be a U.S. citizen or an eligible non-citizen
*Not already have a bachelor's degree
*Have financial need as determined by the US Department of Education
*Be enrolled as a regular student in an eligible program
*Be attending at least 15 clock hours per week
*Be working toward a certificate
*Have a high school diploma or GED
*Is making Satisfactory Academic Progress
*Has not exceeded 600% of the Pell Lifetime Legibility Used
*Have a valid Social Security number
*Make satisfactory academic progress (SAP)
*Provides all required verification documents

*Must sign the certification statement on the FAFSA stating:
*Applicant is not in default on any student loan previously received and do not owe a refund on any student grant previously received
*Applicant will use federal student aid only for educational purposes
*Applicant will not receive Federal PELL Grant payments from more than one institution concurrently

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. Thus, the neediest students will have an SAI of -1500 and may be eligible for the maximum award if their cost is high enough. As the SAI increases past zero, the amount of the award decreases and, after a certain point, the award becomes 0. The SAI is printed 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. The method of computation is applied to all students uniformly.

Verification

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. Students selected by the Secretary of the U.S. Department of Education, will be required to verify the accuracy of family financial information and other data before any Title IV funds are disbursed. Students who are selected for verification by the USDE or by GCTC Financial Aid Office in cases of conflicting information will be notified and must submit supporting documentation which may include, but is not limited to:

- Proof of all income reported on the FAFSA (IRS Tax Return Transcripts, W-2, etc.)
- Non-filers must also provide verification of non-filing from the IRS or a signed statement
- Completed and appropriately signed Verification Worksheet
- High School Completion, Identity, and Statement of Educational Purpose
- Number of Household Members
- Proof of marital status
- Other documentation may be required to verify discrepancies

NOTE: *Failure to provide the necessary documents will necessitate the withholding of disbursement.*

DETERMINING PELL AWARDS

- Cost of Attendance (COA)
- Scheduled Award
- Payment Periods
- Payment for each Payment Period
- Total Expected Disbursement

AWARD LETTER & ACCEPTANCE

Once a student meets all eligibility requirements and submits all application verifications, the Financial Aid Coordinator will develop an award letter for the student to verify and sign for award acceptance.

PELL DISBURSEMENT

Students will receive one to three Pell disbursements per academic year, depending upon the student's enrollment status. Pell grant disbursements coincide with the student's tuition payment schedule/program fee sheet. Students will receive Initial Pell disbursements approximately 4 to 6 weeks following their program entry date. Subsequent Pell disbursements will be based on Satisfactory Academic Progress for the previous pay period. Students will receive their subsequent Pell disbursements approximately 4 to 6 weeks from the

beginning of their pay period. Disbursements will be made by GCTC in the form of a check. The eligible disbursement amount less tuition and fees charged to a student's account for the scheduled pay period will be disbursed, payable to the student through the Business Office. Students must sign for their Pell disbursement upon receiving.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FEDERAL FINANCIAL AID

To be eligible for federal financial aid known as Pell, students must be in good standing according to GCTC's Continuing Enrollment Requirements, Pell eligibility requirements, and must be making SAP based on qualitative (GPA) and quantitative (completion rate(pace)/maximum timeframe) standards. Progress will be reviewed at the end of each payment period.

- Qualitative: Each student's cumulative grade will be reviewed at the completion of each payment period using a progress report provided to the Financial Aid Coordinator by the student's instructor. Students must maintain a cumulative grade of "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.

- Quantitative: The maximum time frame for completing a program is no more than 150% of the program in accordance with the student's enrollment status. The increment for measuring a student's progress will be each payment period. Each student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At GCTC this means the student must have completed a minimum of 67% of the scheduled learning objectives for the payment period. If a student is not progressing at a pace which will fall within the 150% maximum timeframe, the student is not considered to be making satisfactory progress and will be placed on Financial Aid Warning.

SAP will be evaluated at the point when the students' scheduled clock hours and weeks of instruction for the payment period have elapsed. The instructor will complete a Satisfactory Academic Progress report, which will include the student's GPA and completion rate/pace, so eligibility can be determined for subsequent pay periods. SAP reports are submitted to the Financial Aid Office.

FINANCIAL AID WARNING & SUSPENSION

If a student receives an unfavorable satisfactory academic progress report that is not in compliance with the SAP requirements as outlined above, the student has failed to maintain satisfactory academic progress. The student will be informed in writing about his/her failure to maintain SAP. The student will then be placed on a financial aid warning for the next pay period. During this warning period the student will continue to receive financial aid. Students who fail to meet the required grade and percentage of progress requirements at the end of their warning pay period will then be placed on financial aid suspension and will be suspended from further financial aid until completion of a pay period in which the student has met all SAP requirements. A student who is denied aid due to unsatisfactory progress after their financial aid warning will be informed in writing of his/her Financial Aid suspension. The student is responsible for tuition and fees charged during a period of financial aid suspension.

RE-ESTABLISHING PELL ELIGIBILTY

A student who is placed on Financial Aid suspension may regain eligibility as follows:

- Student must achieve a grade of "C" or better for an enrollment period equal to the number of hours in a payment period.
- Student must complete enough coursework during the pay period of financial aid suspension to be considered progressing at a pace that will fall within the 150% maximum timeframe.

SAP APPEAL PROCESS

Students who are denied aid on the grounds of unsatisfactory progress have the right to appeal. To

appeal, a student must file a written request within two weeks of receiving written notification from the Financial Aid Coordinator of making unsatisfactory progress. The appeal should include a written statement of the student's timetable for completing the program in which he/she is enrolled and an explanation of any mitigating circumstance which contributed to the unsatisfactory progress 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 Committee. (The FA Committee is made up of the student, an instructor, counselor, Financial Aid Coordinator, and Director of Student Services). The written appeal will be reviewed by the FA 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 circumstance. The student will be notified in writing of the appeal decision within 10 days of receipt of the student's written appeal. Failure of the student to meet appeal deadlines will result in denial of the student's appeal. All decisions made by the Financial Aid Committee are final. If the student is allowed to retain aid, he/she must still complete all hours in the previous pay period before receiving additional aid.

RETURN OF TITLE IV FUNDS

A "Return of Title IV Funds" calculation will be processed for all students receiving Pell grant funding who withdraw, drop, or fail to complete a payment period. The calculation is based on the actual percentage of the payment period the student completed. The withdrawal date will be the student's last date of attendance as determined by GCTC's electronic attendance records.

Students who do not complete more than 60% of the payment period may be required to return a portion of the Pell Grant funding they received to the U.S. Department of Education. GCTC may be required to return a portion of the Pell Grant funding received to the U.S. Department of Education. Students may be billed for the portion the school must return. A detailed "Return of Title IV Funds Worksheet" is available upon request in the Financial Aid Office.

Students who are withdrawing from school must complete a withdrawal form in the Student Services Office.

OKLAHOMA TUITION AID GRANT (OTAG)

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 9 months to eligible residents of Oklahoma.

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://fafsa.ed.gov. The student must complete the Oklahoma residency section to qualify. For best consideration, the student needs to have filed a FAFSA as soon as possible after October 1st.

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 needs 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 owing a refund on a Title IV grant received from any institution.
- Sign the statement on FAFSA that money received will be used solely for expenses related to attendance or continued attendance at GCTC.

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 SAP requirements for Pell. Criteria for Determining Amount of Student's Aid Grant amounts are based on methodology established by the Financial Aid Coordinator.

Students are advised of awards by the Financial Aid Coordinator after receiving receipt of a list from OSRHE of eligible recipients who are attending GCTC. Payment is made by check, once an academic year in December or January. Funds are sent to the school and disbursed by the Central Office Administrative Assistant.

OKLAHOMA PROMISE

This is an Oklahoma (Tuition Only) 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). This scholarship was originally applied for by the students at their high school starting in the 8th grade and continuing through 1st semester of Senior year. Students will be required to file FAFSA for each year of attending a post-secondary education institution, which will provide the required income verifications. Eligibility is dependent upon enrollment in a financial aid approved program. 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. Student eligibility is determined by the Oklahoma State Regents of Higher Education (OSRHE). Students must maintain the required standards set by the OSRHE for the scholarship. All students who meet the eligibility requirements receive scholarships. The amount of aid is determined annually by the OSRHE and is dependent upon enrollment in a financial aid approved program. Oklahoma's Promise funds are credited to a student's account for tuition only each semester or pay period. If there is a credit balance from self-paying or any other refundable sponsorship, a check is made and disbursed to the student.

DEPARTMENT OF REHABILITATION SERVICES (DRS)

The Department of Rehabilitation Services 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 are determined by the Oklahoma Department of Rehabilitative Services. Visit a local DRS Counselor at 1601 S. Wood Dr. Okmulgee, OK 7447 or call 918-304-3160 for more information.

BUREAU OF INDIAN AFFAIRS (BIA)

BIA grants may provide tuition, supplies, and living expenses to individuals who meet their eligibility requirements. Assistance could vary with each student depending on his/her needs. Students who are listed on tribal rolls and believe they may qualify should contact their tribal agency educational office for application information. Criteria for continued eligibility, re-establishing eligibility, method, and frequency of benefit. Contact your tribal agency educational office or the American Indian Education & Training Employment Center at 1-405-521-9047 for application information.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA is a federal program which provides employment information, job search support, financial aid, training,

and educational programs to eligible persons. WIOA has programs that assist individuals who are economically disadvantaged, 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. GCTC is on the approved list of training providers in the state of Oklahoma. WIOA assistance is available for students in high demand occupations. Contact the Financial Aid Coordinator for more information and for a list of eligible programs. For more information or to apply contact the local Workforce Oklahoma office at 1601 S. Wood Dr. Okmulgee, OK 74447 or call 918-304-3160.

VETERAN'S AFFAIRS (VA) EDUCATIONAL ASSISTANCE PROGRAMS

VA assistance is available for veterans, or in some cases family members, who meet eligibility requirements and attend programs approved by the ODVA State Approving Agency at GCTC. Benefits information for each educational program, method and frequency of benefits, a list of approved training options, along with application procedures can be found at https://www.benefits.va.gov/gibill/. Individuals who attend GCTC and expect to receive monthly educational stipends must provide all military transcripts and records of previous training, a VA Certificate of Eligibility or VA e-Benefits printout, and a copy of VA form DD214. Both half and full-time benefits are available. Contact the Financial Aid Coordinator or the U.S. Department of Veteran's Affairs at 1- 888-GI-BILL-1 for more information. All VA beneficiaries now apply online. To apply for VA educational benefits, visit the following link: https://www.va.gov.

Green Country Technology Center will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or require any covered individual to borrow additional funds due to delayed tuition and fees payment from the VA under Veterans Benefits and Transitions Act of 2018. Covered individuals may attend or participate in the course(s) of education during the period beginning on the date the covered individual provides a valid VA authorization, such as a VAF 28-1905 form or Certificate of Eligibility (COE) for CH31 and CH33 students to the facility.

All students must meet GCTC's Requirements for Continuing Enrollment and Student Eligibility Policy to remain eligible for VA Benefits. If an adult student does not meet all these criteria at the closing of a semester, he/she will be dropped from his/her program of study.

ATTENDANCE

Students attending GCTC must attend a minimum of ninety percent (90%) of the class sessions each semester for continued enrollment and successful program completion. Students may accumulate up to nine (9) absences per class session during a semester. High school and part time adults accumulate 1 absence per session. Full time adult students accumulate a .5 absence for the AM session and a .5 absence for the PM session.

Any high school or part-time student with more than nine (9) absences or full-time adult student with more than nine (9) absences will not receive credit for the semester.

Each student in a full-time program, who exceeds the attendance limit, will be allowed one appeal per school year. A GCTC Attendance Committee shall be held within ten (10) days of student exceeding the allowable absences. Students will be required to submit their appeal paperwork within five (5) days of being notified and given the appeal paperwork. Once the appeal paperwork is received, appeals will be scheduled not to exceed ten (10) days of the student exceeding the allowable absences. If a student is granted an appeal, absences will be evaluated on an individual basis based on circumstances and documentation provided and adjusted accordingly.

Students enrolled in the cosmetology program are required to meet GCTC attendance requirements AND

the attendance requirements established by the Oklahoma State Board of Cosmetology and Barbering. The cosmetology attendance requirement requires high school students to complete 1000 clock hours and adult students complete 1250 clock hours. Regardless of the reason for absence, clock hours must be made up. High school students will be allowed to make up clock hours for the three weeks (15 days) following the last scheduled GCTC school day. Adults are required to make up all hours before June 14th of the current school year. When making up clock hours, hours must be made up by attending consecutive, full days, unless approved by the instructor. If a high school student does not make up clock hours and fails to have the minimum of 500 clock hours at the end of the 15 school days, he or she will be dropped and not allowed to return the next school year. If an adult student does not make up clock hours or fails to have the minimum 1250 clock hours before June 14th, the student will have to wait until the following May to continue unless a seat becomes open earlier.

Students are expected to attend school every day. Regular attendance is essential for good evaluations and success in schoolwork, as well as for future employment opportunities. Attendance will represent a part of the student's final grade. A grade of NG is given if absences are over the allowable limit.

There are no excused absences.

DOCUMENTATION OF ABSENCES

Student absences, tardies, and leave earlies are recorded daily by instructors. Any combination of three (3) tardies or leave earlies will count as one absence.

An absence will be recorded if the student is not physically present in the class regardless of the reason given. Exceptions would include a high school student participating in an approved school activity, or an adult student participating in an activity relating to the career tech instructional program with prior approval from the instructor. Appeal exceptions will be recorded as such. It is the students' responsibility to provide appropriate documentation.

TARDY/LEAVE EARLY POLICY

Students arriving after the second bell of each session will be considered tardy and must obtain an admit slip from the central office. Three tardies will be considered excessive and constitute an absence.

Students leaving prior to the last bell of each session will be considered leaving early and must check out in the central office. Three leave earlies will be considered excessive and constitute an absence. Students leaving early without checking out in the central office will be disciplined in accordance with district policies.

Excessive tardies (3) or leave earlies (3) shall result in one or more of the following actions:

A. Conference with student
B. Loss of driving privileges
C. Notification to parents (High School Student Only)
D. Parent Conference
E. Suspension from school
F. Dismissal from program

NOTE: Students attending less than one hour in a session will be counted absent.

LEAVE OF ABSENCE (LOA) POLICY

A student may request **one** leave of absence up to 60 days in length for medical, military duty, jury duty, and/or emergency situations that will affect a student's attendance for an extended period. Days should be consecutive unless otherwise approved by the Attendance Committee. The request must be in writing

to the counselor or Director of Student Services and must include the reason for the request and the number of days requested. In addition, the student must also submit a LOA form along with the written request. LOA forms are located on the GCTC website on the Financial Aid Page. Students can also get an LOA form from the financial aid office, or central office.

The Attendance Committee will make the decision to approve or not approve the LOA request by the student. The student will be notified in writing of the decision by the Director of Student Services in a reasonable amount of time.

A leave of absence (LOA) form with the reason of military will be submitted and approved for students who are called to active duty or training. These students will be provided with the opportunity, up to 1 year after returning from active duty or training, to be re-admitted with prior credit evaluated in the same program of study the LOA form was approved. Upon prior credit evaluation, the student will be enrolled at the approved prior credit point of entry.

Upon an approved leave of absence, the financial aid period will extend the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student. VA Benefits will be suspended.

Additional subsequent leave (not to exceed 30 days) may be granted for unforeseen circumstances. A new LOA form and written request must be re-submitted for the additional subsequent leave. If a student does not return from the approved leave of absence, then the last date of attendance will be used as the withdrawal date.

Requirements for Continuing Enrollment

A student is expected to make progress toward satisfactory completion of his/her program in order to be eligible to continue. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be dropped from the school and may apply for reinstatement at the beginning of a new semester.

If a student is performing below the expected minimums during the first four weeks of each nine- week period, a deficiency report will be mailed. Deficiency reports may also be mailed at any time during the course if the student falls below the expected minimums. Students will be expected to maintain a 60% grade or better. If a student is still performing below minimum performance, with the understanding that if an acceptable standard is not met by the semester, the student will not be enrolled for the following semester at GCTC. The same criteria will be applied for continued enrollment in the second year of the program.

Acceptable Attendance Requirements for all students:

- 90% attendance of class sessions each semester

Satisfactory Academic Progress (SAP) for a student receiving any financial aid will be:

- Maintain Cumulative grade of C average or better.
- Completion Rate/Pace of 67% or better of the curriculum for each pay period, to meet the 150% maximum time- frame.

If Satisfactory Academic Progress (SAP) is not maintained:

- Students who are on financial aid programs will first be placed on a financial aid warning period if satisfactory progress is not maintained after the first pay period due to poor grades or positive pace.

- If satisfactory progress is not maintained during the financial aid warning period, the student will then be placed on financial aid suspension and will lose aid.

- If Veteran students do not meet SAP requirements, they will experience an interruption from training and will not be able to have their training certified to the VA until SAP is being met.

REPORT OF STUDENT PROGRESS

Progress reports will be hand delivered to the students at each quarter. Counselors at the partner schools will receive progress reports quarterly. Students must be continuously passing to remain eligible for extracurricular activities.

For students on financial aid, Satisfactory Academic Progress (SAP) is evaluated upon completion of each pay period using SAP reports, which report cumulative GPA and pace, obtained from the student's instructor.

Minimum acceptable grade for students on financial aid

The minimum acceptable grade will be a C.

EDUCATIONAL RECORDS

Each student will have a permanent file that will contain appropriate educational records such as grades, attendance, and competency skills. Students and/or parents have the right to inspect these educational records. The Family Educational Rights and Privacy Act will be used as a guideline to govern the handling of such information.

Grading Scale: 90 - 100 = A, 80 - 89 = B, 70 - 79 = C, 60 - 69 = D, Below 60 = F
Excessive Absences = NG

HCC/Medical Assisting Grading Scale:
90 - 100 = A , 80 - 89 = B, 70 - 79 = C, 0 - 69 = F
Excessive Absences = NG,
Clinical 80-100 = Pass, 0-79 Failing

Students who withdraw will be given a letter grade for the coursework completed at the time of withdrawal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

alleged failures by Green Country Technology Center to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the GCTC Policy Manual, a copy of which may be obtained in the Office of the Director of Student Services.

All records for a student under 18 years of age shall be open to the student's parent/guardian. The school shall provide whatever assistance necessary to enable the student and parent/guardian to understand the material in the record.

Every student 18 or older has access to his/her cumulative records upon completion of the request form (available in the central office).

Green Country Technology Center may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of Green Country Technology Center unless a written request for nondisclosure is on file:

Category I: Name, address, telephone number, dates of attendance, class, electronic mail address, and photograph.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Any questions concerning the students' rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Director of Student Services. Copies of the complete Family Educational Rights and Privacy Act (found in the GCTC Policy Manual) are available upon request.

CERTIFICATE OF COMPLETION

The Technology Center will issue a certificate to each student who meets all requirements and successfully completes the program. Students will not be allowed to receive financial aid for any program above the hours that have been approved by the U. S. Dept. of Education for that program. The certificate of completion will require acquisition of at least one program certification, completion of mandatory class hours, a grade of C or better, and be compliant with the attendance policy. All balances must be paid in full prior to receiving a certificate of completion. Students must be on track for successful completion of the program to participate in the graduation ceremony.

TRANSPORTATION

Student Vehicles: Students may drive their own vehicle to school at their own risk of personal or property damage and in the case of high school students only if the home school permits. Students who do not follow the listed rules shall lose campus-driving privileges. Vehicles should be locked when not in use. The school is not responsible for theft of personal articles in vehicles or elsewhere.

The following regulations must be observed by student drivers:

- Must obtain a parking permit from the central office.
- The maximum speed on campus is ten (10) miles per hour.
- Park only in your designated area.
- Parking is not permitted in fire lanes.
- Park correctly in the parking lot.
- Do not park in restricted areas. Students with the proper handicapped decal may park in the designated spaces for the handicapped.

- Students may not return to their vehicles during break time or class time.
- Students are not allowed to remain in their vehicle upon arrival at school.
- Selling merchandise from the parking lot is prohibited.
- Students will not park in visitor parking spaces.
- Failure to comply with the above rules may result in loss of driving privileges.
- Excessive tardiness may be cause for loss of driving privileges for high school students.

High school students are encouraged to use the transportation provided by Green Country Technology Center.

BUS RIDING RULES

Riding a GCTC school bus is a privilege, and the privilege may be taken away for failure to abide by the rules listed below. If a student desires to ride a bus that is not their normal route, prior approval must be obtained by a GCTC administrator before the student is allowed to board the bus.

BUS ROUTE SCHEDULE

	AM Pick Up	AM Drop Off	PM Pick Up	PM Drop Off
Dewar	7:15	11:25	12:00	3:55
Morris	7:30	11:10	12:15	3:40
Beggs	7:15	11:25	11:45	4:03
Preston	7:25	11:12	11:55	3:50
Okmulgee	7:40	11:05	12:10	3:37
Henryetta	7:10	11:45	11:45	4:10
Wilson	7:25	11:30	12:00	3:55
Schulter	7:40	11:15	12:15	3:40

*Please note times are estimates. (Schools are grouped with their route.)

ALL PASSENGERS ARE SUBJECT TO AUDIO AND VIDEO SURVEILLANCE!

PRIOR TO LOADING – STUDENTS SHOULD:

- Be on time at the designated school bus stop – keep the bus on schedule.
- Always stay off the road while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful when approaching bus stop.
- Respect people and their property while waiting for the bus.

WHILE ON THE BUS – STUDENTS SHOULD:

- Keep all body parts inside the bus.
- Refrain from the use of any type of tobacco, alcohol, or drugs.
- Assist in always keeping the bus safe and clean.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)

- Treat bus equipment as you would valuable furniture in your home.
- Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep aisle clear.
- Remember that use of foul language or cursing will not be tolerated.
- Do not throw objects in or out of the bus.
- Remain in your assigned seat; it is your responsibility.
- Remain quiet when approaching a railroad-crossing stop.
- Refrain from horseplay and fighting.
- Be courteous to fellow students and bus driver.
- Remain on the bus during road emergencies except when it may be hazardous or unsafe to do so. (Hazardous or unsafe emergencies will be determined by the driver.)
- Remember that weapons, knives, or other sharp objects are prohibited.
- Refrain from all other types of behavior deemed by the bus driver or Tech Center Administration as inappropriate or unacceptable.

AFTER LEAVING THE BUS – STUDENTS SHOULD:

- Go at least ten (10) feet in front of the bus stop, wait for the bus driver's signal, and stay clear of traffic.

CO-CURRICULAR TRIPS:

- The above rules and regulations will apply to all trips under school sponsorship.

PENALTY FOR DEFACING A SCHOOL BUS:

- First Offense: Mandatory suspension from riding the school bus for up to five (5) days and payment of damages in full before the student may return to riding the bus.

- Second Offense: Suspension from riding the school bus for up to the remainder of the school year and full payment of damages.

PENALTY FOR UNACCEPTABLE CONDUCT ON A SCHOOL BUS:

Any conduct that subjects the other riders or driver to verbal or physical abuse or causes unsafe conditions or which is deemed by the Green Country Technology Center Administration to be unacceptable or inappropriate, may result in the student(s) involved being suspended from riding the bus up to the remainder of the school year.

VISITORS

To provide students with a reasonable opportunity to study and learn, it is the policy of the board of education to restrict classroom visitation to a minimum. Any person who needs to visit a classroom or other campus facility must check in at the central office, sign the visitors' sign-in log, complete a sex offender affidavit, obtain a visitor's badge. The administration will determine who is allowed to visit. Students are not allowed to bring their children to school unless they have permission from the school administration.

INTRUDER POLICY

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observes an individual in the building who appears suspicious or out-of- place should immediately contact the

central office for assistance. Intruder drills will be practiced and policies and procedures will be followed.

DRESS CODE

The administrative and instructional staff at GCTC, in addition to teaching a marketable skill, contends that the school should help students realize that employers and society in general demand certain personal characteristics in an individual, such as modesty, neatness and cleanliness. Prospective employers visit the campus and are conscious of student appearance. With that objective in mind, it is a requirement that all students enrolled in the regular day classes 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 department and approved by the administration of the school. Students are required to wear clothing and safety devices compatible to the nature of the training. For example, no pajamas, house shoes, crop tops, and no visible undergarments. Students that represent the school on field trips will dress appropriately for the field trip.

DRUG-FREE SCHOOL

Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension and expulsion from GCTC.

DRUG & ALCOHOL-FREE PREVENTION PROGRAM

It is the policy of the Board of Education of Green Country Technology Center that students and employees are informed and remain compliant with Section 22(b) (1) of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a) as specified in Board Policy. The district has a Drug and Alcohol Prevention Program that provides information related to the effects, preventative measures, and consequences of using drugs and alcohol. These are delivered during presentations or events and the program information is disseminated as a brochure via printed hardcopy and electronically through email. The brochure is also located on our GCTC website Consumer Information Page under ABOUT US/GCTC's Drug & Alcohol-Free Prevention Program. This program goes through a biennial review through the Healthy Campus Committee.

Crime Awareness and Campus Security Act of 1990
Senate Bill 580 (Cleary Bill) P.L. 101-542

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

Green Country Technology Center believes that the public should know how to report a possible crime which occurs on campus. To report: a victim or witness needs to contact Jessie Spring, Director of Student Services. The Director of Student Services will report this crime to the appropriate local authorities.

Statistics for Green Country Technology Center

	2022	2023	2024
1.Murder	0	0	0
2. Forcible & Non-Forcible Sex Offenses	0	0	0
Robbery Aggravated Assault	0	0	0
5. Burglary	0	0	0
6. Motor Vehicle Theft	0	0	0
7. Manslaughter	0	0	0
8. Arson	0	0	0
9. Prejudice Crimes of forcible & non- forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and other crimes that involve bodily injury that show evidence of prejudice based on race, sex/gender, religion, sexual orientation, ethnicity or disability.	0	0	0

Statistics on Arrests

	2022	2023	2024
1. Liquor Law Violation	0	0	0
2. Drug Abuse Violation	0	0	0
3. Weapon Possessions	0	0	0

A copy of this complete report may be viewed at http://ope.ed.gov/security and at www.gctcok.edu on the financial aid page and the consumer information page. The most current campus crime and security report will be posted on the GCTC website by October 1st of each academic year. A paper copy of the report can be requested in the Financial Aid office and the Central Office. Consumer Information is located on the GCTC website on the Consumer Information page under ABOUT US. Paper copies of Consumer Information may also be requested in the Financial Aid office and the Central Office.

WEAPONS FREE SCHOOL POLICY

It is the policy of Green Country Technology Center, District #28 of Okmulgee County, Oklahoma to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school- sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to the proper legal authorities.

2. Oklahoma statues, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

> "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the superintendent or superintendent's designee.

The Superintendent or designee may modify the provisions of this policy on a case-by- case basis. However, any substantial modification must be reported to the board of education at its next meeting. REFERENCE: 18 U.S.C.'921 21 O.S.'1280.1

SEXUAL HARASSMENT

Students attending classes at Green Country Technology Center as well as employees at Green Country Technology Center should be free from sexual harassment and/or a hostile sexual environment.

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

Quid Pro Quo Harassment – A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile Environmental Sexual Harassment – Sexually harassing conduct (which can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Students or employees should report incidents of possible harassment to the Title IX/504 Compliance Coordinator.

Title IX Coordinator: Jessie Spring, jspring@gctcok.edu, 918-295-4675

Deputy Title IX Officer: Wade Lackey, wlackey@gctcok.edu, 918-758-0840

THE SCHOOL BULLYING PREVENTION ACT (70 O.S § 24-100.4(A)(4)(d).

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.4 et seq. ("Act"). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying.
Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms
A. Statutory definition of terms:
"Bully" 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. "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.
"Electronic communication" means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying 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 bullying at school.
"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

B. The "Reasonable Person" Standard
In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying
"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, 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.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life.

Such conduct may also constitute sexual harassment which is prohibited by the technology center.

Understanding and Preventing Bullying

A full copy of this policy will be posted on the technology center's website and included in all handbooks. Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center's bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the daytime director on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by its bullying coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of

violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable.
Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the daytime director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The daytime director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness, or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The

technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students
The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation. The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities
All parents/guardians of minor students will be informed in writing of the technology center's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students 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:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other

students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with technology center personnel in identifying and resolving incidents.

Monitoring and Compliance
In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.
Reference: OKLA. STAT. tit. 70 § 24-100.4.

DISCIPLINE CODE OF CONDUCT

Personal development and individual growth are very important parts of your experience at GCTC. We hope that pride in yourself and your school will be apparent to your fellow students and instructors. All students are expected to always conduct themselves in an appropriate manner.

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal. These behaviors are to be considered examples of, and not an all- inclusive list.

1. Arson;
2. Altering or attempting to alter another individual's food or beverage;
3. Intimidation, harassment or attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message or causing or allowing to be broadcast, published or distributed, any message or material including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
4. Plagiarism or cheating;
5. Extortion and/or conduct that threatens or jeopardizes the safety of others, including physical or verbal abuse;
6. Cutting class or sleeping, eating, or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval;
9. Failure to comply with state immunization requirements;
10. Vandalism and or willful damage to school property;
11. False reports or false calls;
12. Forgery, fraud, or embezzlement;
13. Gambling;
14. Gang-related activity or actions;
15. Harassment, fighting, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, and physical acts;

16. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location;
17. Immorality;
18. Inappropriate attire, including violation of dress code;
19. Inappropriate behavior or gestures;
20. Indecent exposure;
21. Obscene language including, but not limited to racial, religious, ethnic, sexual, gender or disability-related epithets, profanity, or vulgarity;
22. Possession or use of a caustic substance (unrelated to course work);
23. Possession or distribution of obscene materials;
24. Possession or *use of a wireless de*vice to cause harm or disruption of the normal operation of the educational environment;
25. Possession, threat, or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
26. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind-altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of illegal and/or drug related paraphernalia;
27. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems;
28. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
29. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications;
30. Truancy;
31. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
32. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law;
33. Willful disobedience of a directive of any school official.

If misconduct occurs in the school building, on school property, or at school sponsored activities, disciplinary actions will be taken by the school (regardless of whether criminal charges result). Misconduct at GCTC can lead to suspension or expulsion. The partner school will be notified of any disciplinary condition that exists at GCTC.

IMPLIED AUTHORITY

A school district…may exercise those powers necessarily implied, but not delegated by law to any other agency or official (70 O.S. § 5-117; S.L.O. § 68). 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 in school or

in school vehicles to or from the school or while attending or participating in any school function authorized by the school district.

The goal of this disciplinary policy is to correct any misconduct by student(s) and to promote adherence to the regulations of the school district. In all cases of misconduct, the student must take full responsibility for his/her actions. Each case will be handled in a fair and judicious manner. Due process is an inherent right of each person. Improper behavior will result in disciplinary action which may include the following:

Instructor / Student / Parent
Conference Suspension
Behavior Contract
Isolation from
Class Financial
Restitution
Referral to Social Agencies
Involvement of Law
Enforcement
Any other disciplinary action deemed appropriate under the circumstances.

The alternatives for discipline may include the items listed above but will not be limited to that list. Also, this list does not reflect a sequence as to how disciplinary actions will take place.

STUDENT SUSPENSION

The technology center serves adult and high school students. A discipline code is provided to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to high school students are, in some instances, not applicable to adult students. Adults are held to standards of conduct that are no less than those which attach to high school students attending the technology center. Educational opportunities available to adult students may be terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful program completion.

High School students may be suspended for:

1. Violation of a school regulation; Discipline Code of Conduct
2. Possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center's policy related to firearms.

All students under suspension are excluded from participation in student organization activities.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

A student who has been suspended for a violent offense which is directed towards an instructor, shall not be allowed to return to that class without the approval of that instructor.

In addition, conduct occurring outside of the normal school day or off school property that has a direct

and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

EMERGENCY SUSPENSION

Immediate Removal of a Student:

Whenever an alleged violation of the student handbook is reported to an administrator, he or she will ascertain whether the immediate removal of the student is required. This determination will be based on whether the student's continued presence on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the continued operation and management of the school system. If dismissal is found necessary, the administrator shall document the justification in a report and immediately forward it to the superintendent and contact the student.

APPEAL OF SUSPENSION

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The Director of Student Services shall inform the parent/student of the right to appeal the suspension and the method for appealing. An appeal must be presented by letter to the Director of Student Services within five (5) calendar days after the parent/student receives the Director of Student Services decision. If the Director of Student Services does not receive a written appeal within five (5) calendar days of the decision, the Director of Student Services suspension decision is final. Upon receipt of the request, the Director of Student Services shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the Director of Student Services determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long- term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

SEARCH AND DETENTION

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property-without notice or reason. The Superintendent, Director of Student Services, or designees are authorized to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item in possession of by the student that is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

Reasonableness:

1. The decision to search must be based upon a reasonable suspicion that:
    A. A violation of the law or school policy or rules has occurred or is occurring;
    B. The student to be searched has committed the violation; and
    C. Particular evidence of the violation will be discovered in the search.

2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
    A. The student's age, history, and record in school;
    B. The prevalence and seriousness of the suspected violation;
    C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;

D. The need to make a search without delay and further investigation;
E. The specificity and source of the information used as justification for the search; and
F. The particular instructor or official's experience with the student.

Scope:

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

Discovered Items:

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to Submit to Search:

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Search Reports:

The person conducting the search shall prepare a report to be maintained by the superintendent and Director of Student Services, including the date, time, place, names of witnesses, purpose, basis, and result of the search.

STUDENT GRIEVANCE PROCEDURE

Purpose:

It is the policy of GCTC to adopt and publish a grievance procedure, which provides a prompt and equitable resolution of complaints from students, parents, employees, and patrons of the school district.

The grievance procedure adopted is designed to handle complaints related to any of the following: An alleged action that is specifically prohibited by state or federal law, including prohibitions against discrimination, sexual harassment and the release of confidential information; also an alleged violation of equal employment opportunity requirements, laws which require the disclosure of certain information, and/or an alleged violation of any other consumer protection law applicable to Green Country Technology Center and recipients of state or federal funds. Alleged action is contained in the following federal laws:

- Title VII of the Civil Rights Act (Sexual Harassment)
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Family Educational Rights and Privacy Act
- Student Right to Know and Campus Security Act
- Oklahoma Open Records Act

- Age Discrimination Act of 1975

1. An alleged violation of the rules and regulations or the standards of accreditation established for the operation of Green Country Technology Center

2. An alleged violation of the terms and condition of contracts or agreements established with other entities to provide support services or technical/vocational training to specific individuals or groups; or

3. An alleged violation or inappropriate application of institutional and/or school district policy.

4. **Filing Options:** Although the grievance procedure is designed to encourage the resolution of complaints at the local level, the provisions of some laws provide the grievant the option of filing a complaint directly with the agency responsible for compliance. When this option is available, the address for filing complaints will be noted with the description of the specific law.

5. **Accrediting Agency Option:** When a grievance is filed for Title IX or Section 504 of the Rehabilitation Act, a grievant has the option to seek assistance from the appropriate office within the Oklahoma Department of Career and Technology Education:
Oklahoma Department of Career & Technology Education, 1500 W. 7th Ave,
Stillwater, Oklahoma 74074-4364; 1-800-522-5810 or 1-405-377-2000
6. **Exceptions:** Participants in the federal student financial assistance programs, who are denied aid due to failure to maintain satisfactory academic progress, may file a written appeal with the financial aid office for reconsideration of the suspension due to extenuating circumstances. This appeal procedure, as well as the requirements for reinstatement, is described in section 17.5 of the Financial Aid Handbook available in the financial aid office and online at www.gctcok.edu.

7. Procedures for appealing grades will follow the Student Grievance procedure section. Procedures for appealing a suspension or expulsion from school are outlined in the Appeal of Suspension section.

Definitions:

1. **Grievance:** A formal written complaint, submitted in accordance with the established procedure, alleging a violation of any applicable statute, rule or regulation which requires or prohibits certain actions, a violation of any applicable accreditation standard, a violation of training agreements with other schools/agencies, or a violation or inappropriate application of any school district policy.
2. **Grievant:** A student, parent, employee, or patron of the school district who, individually or collectively, submits a complaint in accordance with the established procedures, alleging a violation of any action under the definition of a grievance.
3. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for the procedures and policies relating to the complaint.

4. **Title IX/504 Compliance Coordinator/Grievance Manager:** The person(s) designated by the Superintendent to coordinate the efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990. The Title IX/504 compliance coordinator serves as the primary investigator for complaints alleging a violation of any law which

prohibits discrimination and serves as the moderator and recorder during hearings. Male and Female Coordinators are designated with access to either coordinator available to the grievant. The names of the designated individuals for each shall be posted:

Green Country Technology Center
Director of Student Services
P.O. Box 1217 – 1100 OK-56 Loop
Okmulgee, OK 74447
(918) 295-4675

5. **Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

6. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-filing Procedures:

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Director of Student Services or the technology center's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint

Filing, Investigation, Hearing and Review Procedures:

The Grievant submits a written or verbal complaint to one of the coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the technology center's Coordinators.

The responsible Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The coordinator will ask the Respondent to (a)confirm or deny facts; (b)indicate acceptance or rejection of the Grievant' s requested action; and (c)outline alternatives.

The coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the technology center's grievance policy. However, a simultaneous investigation by law enforcement may limit or in some instances make it impossible to proceed with the district's investigation. Under no circumstances will the district impede or obstruct a criminal investigation.

As to complaints of discrimination by students, parents/guardians of minors, and school employees, the coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the coordinator will advise him or her that such confidentiality may limit the technology

center's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the discriminatory effects on the grievant and other, necessary to eliminate the discrimination, prevent its reoccurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five (5) days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within five (5) days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent or a hearing. The Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent so as to provide each reasonable time to prepare for such hearing. The hearing will be conducted within ten (10) days after the coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable coordinator will make arrangements to audiotape any oral evidence presented

Within five (5) days after completing the investigation, the superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within five (5) days, and request an appeal. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. Within 30 days from the date of notification to the board of education the board will designate an impartial hearing officer to oversee the appeal. The hearing officer will act as an appellate official by reviewing the decisions and the evidence presented below, holding a hearing within 10 days to consider any additional evidence the parties may wish to present. The hearing officer will make arrangements to audiotape any oral evidence presented. The hearing officer will issue a written decision within 5 days of the hearing to both Grievant and Respondent. The decision of the hearing officer is a final decision.

General Provisions:

Duty of Technology Center Employees to Report Alleged Discrimination: Technology center employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other information of alleged discrimination, including harassment and retaliation, to the designated Coordinator, even if that technology center employee is

investigating the alleged discrimination as part of the technology center's student or employee disciplinary process and provide the Complainant with information for filing a complaint form if requested, and contact information for the technology center's designated Coordinator. If the technology center is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the technology center's standards for a prompt and equitable grievance procedure.

Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than one hundred twenty (120) days.

Access to Regulations: Upon request, the coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the technology center. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a secondary student, expulsion of an adult student, and education, training, counseling, transfer, suspension, and/or termination of an employee.

Retaliation: The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.

Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents. Any disciplinary decision will be made as proportional response to the violation
Section 504 Due Process Procedures: For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact the technology center Section 504/Title II Coordinator: Director of Student Services:

Green Country Technology Center
Attention: Director of Student Services
P.O. Box 1217
Okmulgee, OK 4447

(918) 295-4675

Notice: The technology center will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment, or retaliation with the Office of Civil Rights. The OCR may be contacted at:

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

STUDENT ORGANIZATIONS

Career Tech Student Organizations (CTSO), sponsored by the instructor of each class, are provided to promote activities for citizenship and leadership development. The student activities conducted during the year are an integral part of the curriculum. The organizations are SkillsUSA, HOSA, and BPA. Meetings and/or programs will be held during the school day. Students will be given opportunities to participate in skill and leadership contests with students from other technology centers.

NATIONAL TECHNICAL HONOR SOCIETY

NTHS (National Technical Honor Society) Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development, and skilled workmanship. Membership qualifications: 1) nominated by the instructor, 2) maintain an "A" average during the previous three quarters and 3) have no more than three absences for part-time enrollment or no more than six absences for full-time enrollment, and 4) membership in the local student organization if available.

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

School sponsored activities are an integral part of the learning process in all areas of career tech education. Such trips are planned by the instructor and approved by the administration.

A parent or guardian's signature on this student handbook provides the parent approval for an off-campus school sponsored activity for high school students.

Transportation for all trips will be provided or approved by the administration. The instructor will supply departure time, return time, and a written trip agenda to the administration and students.

Only students in good attendance, behavioral, and academic standing with the GCTC and partner schools will participate in school sponsored activities.

Advance arrangements for make-up work by high school students must be completed with the partner school prior to field trips.

CELL PHONE USAGE

It is the technology center's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during instructional sessions. No student will be permitted to access his/her personal wireless device during the instructional

session except with teacher permission for an instructional activity. This policy is applicable to texting, instant messaging and other forms of technology-based communication. The intent of this policy is to limit classroom disruptions and maximize school safety. The use of cell phones for information, or educational purposes, is a classroom management decision. Instructors must develop classroom policy, approved by the Director Instruction & Curriculum prior to allowing students to use personal cell phones in the class or lab setting. Students who do not follow the policy will be sent to the Director of Student Services and will have three (3) opportunities to correct behavior before being dismissed from program.

Students are not to use cellular phones in an inappropriate or unauthorized manner. Students are not to possess or use a wireless device to cause harm or disruption of the normal operation of the educational environment.

BREAKS

Students and instructors will take their breaks together. Breaks are a privilege for students and misconduct can rescind this privilege. Rusty's Snack Bar is provided for these breaks. Students are expected to place their trash, cups, candy wrappers, etc., in the trash receptacle and help keep our school clean. Students should conduct themselves in a manner which is not disruptive. Students are not allowed to leave the building during break without permission and must check in and out with the central office.

BREAK SCHEDULE

AM Session: 8:55 AM- 9:10 AM **OR** 9:50 AM – 10:05 AM
PM Session: 1:25 PM- 1:40 PM **OR** 2:20 PM – 2:35 PM

STUDENT LOCKERS

To maintain discipline and to ensure the proper functioning of the educational process, school administrators must always have access to all technology center property, including lockers, cabinets, desks, etc. assigned to students. The instructors will maintain a confidential file of all lockers (if any) and their combinations and will retain a master key to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against other students, they do not have privacy rights in their locker/cabinet contents and other technology center property assigned to them as against technology center administrators. No technology center property will be used to store objects or materials that violate school regulations or state and local ordinances. The technology center maintains the right to ensure that lockers, cabinets, desks, and other technology center property assigned to students are properly cleaned, and that they do not contain items which should not be kept on technology center property. Lockers, cabinets, desks, and other technology center property assigned to students will be opened periodically for cleaning purposes and to locate class materials. In addition, administrators may open and examine student lockers, cabinets, desks, and all technology center property assigned to students for general and specific inspections at any time.

PERSONAL PROPERTY

It is the responsibility of everyone to care for and safeguard personal belongings. At no time is the school responsible for items lost or stolen at school or while at worksite learning.

SAFETY DRILLS

GCTC will conduct 1 fire drill, 2 security drills, 1 tornado drill, and 1 other drill each semester. The fire alarm is signaled by a continuous blast of the alarm. The security and tornado drill will be signaled by an alert over the intercom system. Instructors will go over the drill procedures with their students at the beginning of each enrollment period.

ON-THE-JOB-TRAINING

On the job training or work site learning can be used periodically in each program. To be eligible, students must be 3/4 complete with their program, meet attendance policy, be competent, and have instructor approval. In all cases, a written agreement between GCTC, the sending school, the student, employer, and instructor will be made. Each instructor is responsible for monitoring work site learning.

CANCELLATION OF CLASSES/EMERGENCIES

Local television stations, as well as the GCTC school notification system, will distribute school cancellation information due to inclement weather or emergency situations. The school will also post all closures/cancellations to their website and social media platforms (Facebook, Instagram, and X).

ASBESTOS STATEMENT

Regarding the Asbestos Hazard Emergency Response ACT (AHERA) and related Oklahoma and Federal regulations, Green Country Technology Center sites are in compliance. The management plan is on file for public inspection in the Central Office during regular business/school hours.

POLICY NOTIFICATION

It is the policy of the Board of Education of Green Country Technology Center, District #28 of Okmulgee County, Oklahoma, that no person shall on the grounds of race, color, religion, national origin, sex/gender, age, marital or veteran status, or a qualified person with a disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education pathway or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible.

The successful achievement of the non-discrimination policy shall be the function and responsibility of the Board of Education, the Administration, and all employees of the district. Inquiries concerning application of this policy may be referred to Compliance Coordinator, Green Country Technology Center, 1100 Ok-56 Loop, Okmulgee, Oklahoma 74447, (918) 758-0840.

STUDENT HEALTH POLICIES

- The district does not provide medical care for students. Students are encouraged to seek health counseling or medical care when indicated. Medical and dental appointments should be made after school hours, if possible.
- Students are responsible for their own medical expenses for illness or injury. It is suggested that each student carry hospitalization insurance. In case of illness or emergency, each student must call upon his/her own physician.
- The district accepts no liability if a student is injured while participating in work site learning activities. If injured at school, he/she should report to the instructor. If injured during on-the- job activities, the student should report to the instructor and follow the policies of the workplace. Students will be responsible for costs incurred.

LEGAL ISSUES

- Requirements in the health care field may prevent a student from entering a particular career if they have been convicted of certain offenses. Most care facilities will do a background check with the OSBI and National.
- If you have questions about requirements for a specific health specialty, discuss your concerns with the instructor or locate information through the professional organization of the special field.

VACCINATIONS/IMMUNIZATIONS

Oklahoma law states that no minor/high school child shall be admitted to any public or private school unless the parent or guardian presents to the school certification that the child has received the required

immunizations. There are exemptions to the required immunizations for medical, personal, or religious reasons. However, according to law the State Commissioner of Health can exclude exempted students from school or school functions should a disease outbreak occur. To receive an exemption from the required immunizations, a parent must fill out an exemption certificate obtained from the school. After completing the form and providing any additional required materials, the exemption certificate is returned to the school and then sent to the state where it is reviewed and then approved or disapproved. Students enrolled in Health- related programs may be required to provide immunization records to meet enrollment and/or clinical facilities guidelines. Upon enrollment in the program each student will be given the opportunity to accept or decline drug testing and vaccinations. If the student declines to participate in vaccinations or drug testing, the student will be advised that this choice may eliminate the opportunity to complete the work-based experience clinical or internship component. Failure to complete this curriculum component will result in an inability to complete the career major.

DISTRIBUTION OF PRINTED MATERIALS

No printed matter or literature may be distributed on any property of GCTC without prior approval of the school officials as authorized by the Board of Education to make decisions in such matters.

COPYRIGHT LAW & INFRIGEMENT

Green Country Technology Center does not condone and will not allow violations of the United States copyright laws. Employees are expected to ensure that their actions comply with copyright law and to impress upon students the importance of compliance with copyright law.

Ownership of Copyrighted Works

Copyright protection applies to original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated. Examples of copyrighted works include books, pictures, drawings, sound recordings, motion pictures, television shows, sheet music and scripts. In general, the copyright protections that apply to printed materials also apply to visual and digital formats.

Exclusive Rights of Copyright Holders

Subject to certain specific exceptions, the owner of a copyright to a work has the exclusive right to reproduce, adapt, distribute, perform, or display the copyrighted work or to authorize such reproduction, adaptation, distribution, performance, or display.

Exceptions to Exclusive Rights

The following exceptions may authorize the use of a copyright work without violating the exclusive rights of the copyright holder. Employees that reproduce, distribute, perform, or display copyrighted works are responsible for ensuring that their planned use of a copyrighted work falls under one or more of the exceptions set forth below.

A. Fair Use

The "fair use" of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining whether a given use of a copyrighted work is considered fair use:

1. The purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

The United States Copyright Office has published a regulatory guidance document entitled "Reproduction of Copyrighted Works by Educators," also known as "Circular 21," which sets forth a series of "safe harbor" rules providing that certain specific uses of copyrighted works are considered fair use. Circular 21 is available at the Copyright Office's website (https://www.copyright.gov/circs/). Employees should familiarize themselves with these rules and, to the extent doing so is feasible, use copyrighted works in ways that are consistent with the safe harbor requirements.

B. Face-to-Face Teaching Activities

A further exception to the exclusive rights of copyright holders applies to the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the person responsible for the performance/display knew or had reason to know was not lawfully made.

C. Electronic Transmission During Distance Learning Class Sessions

A further exception applies to the performance or display of a copyrighted work as a regular part of a class session conducted via distance learning if the following conditions are met:

1. The copyrighted material is directly related to and of material assistance to the teaching content of the class.
2. The amount of material provided is comparable to that typically displayed in a live classroom session. A performance of an entire nondramatic literary or musical work may also satisfy this requirement.
3. Students are provided with notice that materials distributed in the course may be subject to copyright protection.
4. The transmission of copyrighted material is limited to students enrolled in the class to the extent technologically feasible,
5. Copyrighted works are made available to students for a limited duration no longer than the class session. Students may not be permitted to retain a permanent copy of the material or to further disseminate it.
6. The instructor does not interfere with technological measures used by copyright owners to prevent unauthorized retention/dissemination of copyrighted works.
7. The technology center provides appropriate informational materials to faculty, students, and relevant staff members that accurately describe, Section 4 – Page 5 and promote compliance with the laws of the United States relating to copyright.

This exception does not apply to the conversion of print or other analog versions of works into digital formats unless: (1) no digital version of the work is available, or (2) the digital version employs technological protection measures that prevent its use.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the instructor knew or had reason to know was not lawfully made.

D. Public Domain

Works that are in the public domain are no longer under copyright protection or do not meet the requirements for copyright protection.

Use of Copyrighted Works with Permission

To obtain authorization to make use of a copyrighted work in a way that is not permitted by one or more

of the exceptions detailed above, technology center employees may also seek to obtain permission for such use from the copyright holder.

A request for permission should include detailed information about the nature of the permission sought, including (1) a specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.), (2) the type of duplication and number of copies, and (3) plans for usage and distribution of copies and the frequency of use. Any permission received from a copyright owner for use of a work must be in writing.

Copyright Infringement
Unless an exception applies or appropriate permission has been obtained from the copyright holder, engaging in the reproduction, distribution, performance, or display of a copyright work constitutes unlawful copyright infringement, which may carry civil and/or criminal penalties.
Employees who engage in copyright infringement do so at their own risk, and assume all liabilities and responsibilities associated with such conduct and may be subject to disciplinary action.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
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 Section 4 – Page 6 $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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/fag.

Reference: 17 U.S.C. §§ 102, 106, 107, 110, 112, 201, and 501

CONSTITUTION DAY/CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens. The technology center shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

VETERAN'S DAY

It shall be the policy of the district that "Veterans Day," November 11th, will be observed with an appropriate ceremony/activity. In any year in which the date of November 11th is a Saturday or Sunday

or classes are not in regular session, the district shall observe the previous school day as "Veterans Day."

MOMENT OF SILENCE

The Oklahoma Legislature has directed the board to ensure the district observes approximately one minute of silence each day. This policy is adopted to comply with that directive. Each director is hereby directed to designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester, the Director of Instruction and Curriculum or his or her designee will give instructors direction as to how the moment of silence is to be observed. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Instructors shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All instructors shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

MISREPRESENTATION

Green Country Technology Center strives to ensure that information made available to prospective and current students does not misrepresent the programs or statistical data presented in our consumer information. In the case of written allegations or complaints from an enrolled student or prospective students, the families of a student or prospective student, or a government official, the school will, within FERPA guidelines, address the complaint and attempt to resolve the problem. The school administration (Superintendent, Director of Instruction/Curriculum, or Director of Student Services) may be involved in the conflict resolution. If Green Country Technology Center suspects that an applicant, employee, or any other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, GCTC will report its suspicions with evidence to the Office of the Inspector General of the US Department of Education at 755-2270 or 1-800-MIS-USED. Detailed information about misrepresentation can be found on our Consumer Information Page located on our GCTC website.

CARE OF TEXTBOOKS, TOOLS, 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 through irresponsible action, students will be charged the purchase price for replacement.

MAKE-UP WORK

Students must request to make up work missed. This request ***must*** be made upon the first day of return to class. Students will have the same number of days to make up the work as days absent. Missed tests/quizzes will be taken upon return to class if student was aware of test date prior to absence.

OFFICE PERSONNEL

Administration			
Superintendent	Roger King, M.Ed.	rking@gctcok.edu	234
Business Office Coordinator/ Treasurer	Danielle Stacy	dstacy@gctcok.edu	225

Encumbrance Clerk/Activity Fund Custodian	Emily Grimmett	egrimmett@gctcok.edu	221
Adult Health/Practical Nursing			
Director of Adult Health	Jami Lympany, BSN, RN, MS-BC	jlympany@gctcok.edu	251
Adult Health Admin Assistant	Deena Harvey	dharvey@gctcok.edu	261
Communications & Marketing			
Marketing & Communication Coordinator	Anthony Nieto	anieto@gctcok.edu	231
IT Specialist	Christain Holbrook	cholbrook@gctcok.edu	283
Instruction/Curriculum			
Director of Instruction/Curriculum	Ryan Dunn, M.Ed	rdunn@gctcok.edu	233
Instructional Assistant	Gregory Meredith	gmeredith@gctcok.edu	
Maintenance/Transportation/Custodial			
Director of Maintenance/Transportation/ Custodial	Bobby Green	bgreen@gctcok.edu	291
Food Services	Dana London	dlondon@gctcok.edu	277
Student Services			
Director of Student Services/Compliance Coordinator	Jessie Spring, M.Ed.	jspring@gctcok.edu	275
Administrative Assistant/Bursar	Kiya Thomas	kthomas@gctcok.edu	202
Counselor/Advisor	Karla James, M.Ed	kjames@gctcok.edu	225
Financial Aid Coordinator/Student &Veteran Affairs	Neesha Herring, M.Ed	nherring@gctcok.edu	229
Workforce and Economic Development			
Director of Workforce & Economic Development	Wade Lackey, M.Ed.	wlackey@gctcok.edu	238
WED Administrative Assistant (CAAT Building)	Misty Dunn	mdunn@gctcok.edu	227
WED Administrative Assistant	Lana Rose	lrose@gctcok.edu	222

STUDENT FORMS

EMERGENCY AND CLASS TRIP PERMISSION:

I give permission for engagement in school-approved activities. This includes but is not limited to industry visits, observations, job site training, or competitions. Students are expected to dress and conduct themselves in a professional manner and abide by school rules and regulations. It is understood that all reasonable caution will be taken by those in charge to prevent injuries. Neither those in charge nor the school district shall be held responsible in case of an accident and in the event of an accident allows qualified medical personnel to administer emergency treatment.

STUDENT SAFETY PLEDGE:

Students enrolled will operate program specific machines as a part of his/her training at Green Country Technology Center. The student will be given proper instruction and the correct safety procedures concerning any equipment required in the class, before being allowed to operate it. The student must assume responsibility for following safe practices, and we therefore ask that he/she subscribe to the following safety pledge:

1. I will follow all safety rules.
2. I will receive the instructor's permission before using any machine.
3. I will not ask permission to use any machine unless I have been instructed in its use and have made 100% on the safety test for that machine.
4. I will report any accident or injury to the instructor immediately.

PHOTOGRAPHY/VIDEO RELEASE:

Green Country Technology Center takes great pride in their students. Pictures and/or videos are taken throughout the year to honor them individually or their program. I hereby give and grant GCTC the absolute and unconditional right to use, publish, display and or reproduce photographs/video, in which I appear. This includes the right to edit or use a portion of such in connection with educational or trade materials. I understand I am not to receive payment for said photographs/video and that these will not discredit or distort my person in any way.

RELEASE OF INFORMATION AGREEMENT:

I give Green Country Technology Center permission to request papers, transcripts, and financial aid information from previously attended educational institutions related to, and required for, my continued enrollment at GCTC. Additional information from agencies, other than educational institutions, may be requested by GCTC to be used by authorized personnel in my educational program. I also give permission to share my student information to sponsoring agencies.

WAIVER OF INSURANCE RESPONSIBILITY:

Due to the nature of some courses offered at GCTC, there is a possibility of students being injured while working with various machinery and equipment used in their class. We recommend that all students have insurance, either through the school or through your own family insurance. Please state your desire regarding this insurance by checking the appropriate statement on the Student Handbook Signature Page.

I do hereby, release and forever discharge Green Country Technology Center, Okmulgee Oklahoma, from any and all actions, causes of actions, claims and demands for, upon, or by reason of any damage, loss or injury, which heretofore has been or which hereafter may be sustained by me/my child in consequence of participation in the educational program.

AUTOMATED COMMUNICATION:

I give approval to receive emergency and non-emergency messages via the Apptegy notification system.

CODE OF CONDUCT FOR INTERNET / ACCEPTABLE USE

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students, the technology center provides Internet access at each campus and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the technology center's expectations regarding Internet access. The ability to access the Internet while on technology center property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

Any individual using technology center resources to engage in electronic or digital communications has no expectation of privacy. Further, students must be cognizant of the fact that electronic or digital communications, which occur on private equipment, are often permanently available and may be available to school administrators.

Students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the technology center - regardless of whether the activity uses technology center equipment or occurs during school/work hours - is strictly forbidden. Students face the possibility of penalties, including student suspension or dismissal, for failing to abide by technology center policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The technology center's IT department has attempted to filter this access to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their instructor so that other students can be protected. No individual is permitted to circumvent the technology center's privacy settings by accessing blocked content through alternate methods.

Although the technology center's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the technology center's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. No individual is permitted to access, view, or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions:

Acceptable Use - Students. Students agree to access material in the furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening, or bullying posts, tweets,

blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension or dismissal from school. Depending on the nature of electronic or digital communication, students may also be subject to civil and criminal penalties.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the technology center's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents of minor students must review this policy with their student and sign the consent form prior to a minor student being granted Internet access.

Privilege of Use. The technology center's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the technology center.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

a. **Appropriate Language**. Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.
b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
c. **Safety**. Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Minor students must never agree to meet with someone they met online and must report any electronic or digital

communication which makes them uncomfortable to their teacher.

d. **Privacy**. Users understand that the technology center has access to and can read all electronic or digital communications created and received with technology center resources. Users agree that they will not use technology center resources to create or receive any electronic or digital communications which they want to be private.
e. **System Resources**. Users agree to use the technology center's electronic

f. resources carefully so as not to damage them or impede others' use of the technology center's resources. Users will not:
   - install any hardware, software, program, or app without approval from the IT department
   - download large files during peak use hours
   - disable security features
   - create or run a program known or intended to be malicious
   - stream music or video for personal entertainment

g. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (*See* www.copyright.gov/fls/fl102.html)

Users agree to ask their instructor for assistance in citing sources as needed.

Limitation of Liability. The technology center makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the technology center's technology resources. The technology center is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the technology center's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the technology center's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the technology center's electronic resources. Further, no user may use the technology center's electronic resources to hack vandalize another computer or system.
Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. Access will be denied for material which is:

a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults, and abuse.
e. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked

and disciplinary action being taken. For students, this means any action permitted by the technology center's policy on student behavior.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the technology center provides education to minors about the appropriate use of the technology center's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are included in this handbook.

Cyber Bullying and Internet Safety Fact Sheet:

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed, or uncomfortable. Even if they do not do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here is some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures, or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right!

If someone is cyber bullying you, there's something you can do about it:

- Do not respond to and do not ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher or counselor.
    - Even if what the bully does is embarrassing, do not delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You cannot always stop people from being mean, but there are ways to help yourself:

- Do not give out your personal info in electronic or digital communications
- Do not tell anyone but your parents what your login name, password or PIN number is
- Do not post or send embarrassing pics or recordings (even on your own sites) – bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand how permanent electronic or digital communications are.
- Talk to your child about understanding, preventing, and responding to cyber bullying.
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying Section 12 – Page 8

As a student of GCTC, I understand and will abide by the above Terms and Conditions for the use of the Internet. I further understand that any violation of the regulations above is unethical and may constitute a

criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action. As a parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and GCTC has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for GCTC to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the network is not in a school setting. I hereby give Green Country Technology Center permission to issue Internet access to my child.

NON-DISCRIMINATION STATEMENT

Non-Discrimination Statement: Green Country Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, antisemitism, marriage, religion or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator Jessie Spring, jspring@gctcok.edu, 504 Coordinator Jessie Spring, 918-758-0840, 1100 OK-56 Loop | Okmulgee, OK | 74447.

What to Disclose, When, and to Whom	**Annual Notice of Required Disclosures of Student Consumer Information** *Description of Information to be Disclosed*	*Where to Find Information*
What: **Institutional Information** To: Enrolled Students Prospective Students When: Annually & Upon Request	• Cost of attending school i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's academic support and career tech career options • Copyright/peer to peer • Entities that accredit, license, or approve the school and its career options and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them • Net Price Calculator, Constitution Day, Voter Registration • Grievance Procedures, Non-Discrimination Policy	• Student Handbook • Financial Aid Policy & Procedures • GCTC Consumer Information Page
What: **Financial Assistance Information** To: Enrolled Students Prospective Students When: Annually & 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 • 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 • Procedures for the Return of Title IV Aid and Repayments by withdrawn students	• Student Handbook • Financial Aid Policy & Procedures • GCTC Consumer Information Page
What: **Family Education Rights and Privacy ACT (FERPA)** To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students When: Annually via GCTC website, GCTC notification system, GCTC student handbook, and upon request	• Right to and procedures for inspecting and reviewing student's education records • Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights • Right to file a complaint with Dept of Ed for alleged school's or educational agency's failure to comply with FERPA requirements • Right of school to disclose personally identifiable information contained in student's education records without prior consent • Students right for directory information to not be disclosed	• Student Handbook • Board of Education Policy Manual • GCTC Consumer Information Page • FERPA website
What: **Completion/Graduation Rate, Retention Rate, and Transfer Out Rate** To: Enrolled Students Prospective Students 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 • 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 • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students as reported to the Integrated Postsecondary Education Data System (IPEDS)	• GCTC Consumer Information Page • U.S. Dept of Ed's College Opportunities On-Line website
What: **Campus Security Report** To: Current Students Current Employees U.S. Dept. of ED Prospective Students When: Annually Oct 1 & Upon Request	• 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 authorities or local police. Policies concerning the security of and access to campus facilities and procedures to report campus crimes • Disciplinary actions imposed for the possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws • Emergency Response and Evacuation Procedures • Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures	• Student Handbook • Board of Education Policy Manual • Campus Safety & Security Annual Report • GCTC Consumer Information Page • CSS Site **NOTE:** Paper copy available upon request
What: **Drug and Alcohol Abuse Prevention** To: Enrolled Students Current Employees When: Annually & Upon Request	• Information on preventing drug and alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol • A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees • A description of the health risks associated with the use of illicit drugs and alcohol • A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution	• Student Handbook • Board of Education Policy Manual • Parent Square • GCTC Consumer Information Page • Brochure **NOTE:** Paper copies of Brochure are located amongst campus

This notice is distributed annually to all current and prospective students. It is also located on the GCTC website, in the Student Handbook, and in the Financial Aid Handbook. Additional paper copies of this notice and all handbooks are available in the Financial Aid Office, Central Office, Counselor's Office, and on the GCTC Consumer Information Page.

Non-Discrimination Statement: Green Country Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, antisemitism, marriage, religion or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator Jessie Spring, jspring@gcrock.edu, 504 Coordinator Jessie Spring, 918-758-0848, 1100 OK-56 Loop | Okmulgee, OK | 74447

2026 GREEN COUNTRY TECHNOLOGY CENTER 2027

Board Approved - 2.12.26

August 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
31						1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31						

September 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

October 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

November 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30						

December 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
1	28	29	30	31			

January 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
1					1	2	3
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
5	25	26	27	28	29	30	31

February 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28

March 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

April 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30		

May 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

June 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

July 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
27				1	2	3	4
28	5	6	7	8	9	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	

LEGEND

No school/holiday	Potential bad weather days	Summer Conference	
		175	Days Taught
Professional day (No Classes)	Qtr begin/end	15	PD Days
		190	Total Days

Revised 07/09/2026

STUDENT HANDBOOK SIGNATURE PAGE

STUDENT NAME_____

PROGRAM _____

MY SIGNATURE INDICATES I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE INFORMATION IN THE ***STUDENT HANDBOOK*** LOCATED ON THE GREEN COUNTRY TECHNOLOGY CENTER WEBSITE, WWW.GCTCOK.EDU. PAPER COPIES ARE AVAILABLE AT THE FRONT OFFICE.

GREEN COUNTRY TECHNOLOGY CENTER WEBSITE: WWW.GCTCOK.EDU

DISCLOSURES

Asbestos

In compliance with EPA federal regulations, the asbestos management plan is in the Director of Student Services office and is available for review upon scheduled appointment.

Special Needs

Please contact Green Country Technology Center (918) 758-0840 to arrange any special accommodations or related services for disabilities to ensure your opportunity to participate in class.

Non-Discrimination

Non-Discrimination Statement: Green Country Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, antisemitism, marriage, religion or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Title IX Coordinator Jessie Spring, jspring@gctcok.edu, 504 Coordinator Jessie Spring, 918-758-0840, 1100 OK-56 Loop | Okmulgee, OK | 74447.

Please Note: Accommodations on the basis of disability are available.

STUDENT SIGNATURE_____
DATE_____

PARENT/GUARDIAN SIGNATURE_____
DATE_____