MDTC
MID-DEL TECH CENTER

STUDENT HANDBOOK

2026-2027

405.739.1707 // MIDDELTECH.COM
1621 MAPLE DRIVE // MIDWEST CITY, OK 73110



BUILT FOR WHAT'S NEXT

OKLAHOMA CareerTech
OKLAHOMA'S WORKFORCE LEADER

Welcome to Mid-Del Technology Center!



We are thrilled to welcome you to Mid-Del Technology Center (MDTC). Whether you are returning or joining us for the first time, we are excited to have you as part of our community. Your journey with us will be filled with opportunities for learning, growth, and success.

Your decision to attend MDTC indicates you have committed to dedicate your time, energy, and talents to learn and grow with us. Our mission is to provide the Mid-Del community with a skilled workforce through dynamic education, relevant training, and lasting support.

At Mid-Del Technology Center, we are committed to providing you with exceptional educational experiences that will prepare you for a successful future. Our dedicated faculty and staff are here to support you every step of the way. We encourage you to take full advantage of the resources and opportunities available to you.

This year promises to be an exciting one, full of new challenges and achievements. We look forward to seeing the positive contributions you will make and are eager to support you in reaching your goals.

Your commitment is also needed. MDTC asks that each student be an active learner, attend class daily, and participate in CareerTech Student Organizations and work-based learning opportunities.

The 2026-2027 Mid-Del Technology Center Student Handbook offers an overview of pertinent information and serves as a resource tool for our students. We wish you a highly successful year. Again, thank you for choosing Mid-Del Technology Center.

Welcome, and let's make this a fantastic year!

Sincerely,

Becki Foster

Mrs. Becki Foster
Assistant Superintendent of Mid-Del Technology Center

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Contact MDTC's Student Services office for a paper copy of the student handbook.

The Mid-Del Public School District No. I-52 does not discriminate on the basis of race, color, national origin, sex, gender, religion, veteran status, disability, handicap, age, marital status, or antisemitism in its programs and activities. It will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, access to facilities, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

When an open forum is created that allows non-curricular groups to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Pam Huston
Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: phuston@mid-del.net

Megan Tibbits
504 Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: mtibbits@mid-del.net

Updated 07/28/2026

BOARD OF EDUCATION

Dr. Silvya Kirk, President
Ms. Shelly Schultz, Vice President
Ms. Jonna Grant, Clerk
Dr. Ed Daniel, Member
Ms. Gina Standridge, Ed.S., Immediate Past President

MID-DEL ADMINISTRATION

Dr. Rick Cobb, Superintendent

MID-DEL SCHOOLS MISSION:

"When the young people of Mid-Del enter our schools, they will be safe. When they enter our classrooms, they will be challenged. When they leave our schools, they will be ready."

MID-DEL TECHNOLOGY CENTER ADMINISTRATION

Becki Foster, Assistant Superintendent MDTC

Blake McCrabb, Chief Operations Officer

Melissa Overcash – Executive Director

Aimee Harden, Director of Student Services

Simon Gallagher, Director of Instruction – STEM, IT, & Health

John Day, Director of Instruction – Trade & Industry

Kasey Duley, Director of Licensed Practical Nursing

Jason Adams – Director of Communications and Marketing

Jessica Schuler – Director of Finance

Tiffany Broiles – Director of Tinker Tech

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

Mr. Brent Haken, Director/CEO

About Mid-Del Technology Center

Mid-Del Technology Center (MDTC) receives its funding from the Oklahoma Department of Career and Technology Education, local millage, and federal funds. MDTC is the only technology center in Oklahoma to operate under a public school board of education and is operated in cooperation with the Oklahoma Department of Career and Technical Education.

Our programs serve juniors and seniors from three high schools: Del City, Midwest City, Carl Albert, as well as students who are home-schooled or attend charter or private schools within the Mid-Del District. We also offer both full-time and part-time occupational programs for adult students as well as training developed specifically to meet the needs of business and industry. Our Tinker Training Campus offers training customized to current personnel requirements at Tinker AFB.

CAMPUS SITES

Main Campus
1621 Maple Drive, Midwest City, OK 73110
Main Office (405) 739-1707
WED: Adult Career Development (405) 739-1712
Practical Nursing (405) 739-1751

Workforce & Economic Development
3921 SE 29th Street, Del City, OK 73115
(405) 672-6665

Tinker Tech Center
3420 D Avenue, Building 1, Suite 9 Tinker AFB
(405) 734-7266

ACCREDITATION

MDTC is accredited by Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education, both of which are recognized by the U.S. Department of Education. The Oklahoma Department of Veteran Affairs State Approving Agency has approved a list of MDTC programs for Veteran's Benefits.

In addition to the above listed entities, the following MDTC programs are additionally accredited:

- Automotive Service Technology – Automotive Service Excellence (ASE)
- Cosmetology - State Board of Cosmetology
- Cosmetology: Master Instructor – State Board of Cosmetology
- Practical Nursing - Oklahoma Board of Nursing
- Health Careers: Certified Nurse Aide – Oklahoma State Department of Health

Current or prospective students wishing to review documents described in the institution's accreditation, approval, or licensing should submit a written request to the Assistant Superintendent of MDTC. Within 10 business days of receipt of request documents will be made available to the student for inspection.

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Faculty

PROGRAM	INSTRUCTOR	CERTIFICATION
Aviation Careers	Jason Stacy	Career & Technology Business
Aircraft Structures & Heavy Maintenance	Kaleb Humphrey	Trade & Industrial
Automotive Service Technology	Cameron Harrell	Trade & Industrial
Cosmetology – Adult/Master Instructor	Arletha Doolin	Trade & Industrial
Cosmetology – Secondary/Master Instructor	Whitney Koons	Trade & Industrial
Collision Repair Technology	Matt Minard	Trade & Industrial
Cybersecurity Professional	Sandi Teel	Career & Technology Business
HVAC Apprentice Technology	Ed White	Trade & Industrial
Health Careers Certification	Jaime Carter	Biological Science Licensed Practical Nurse
Health Careers Certification	Elizabeth Garnand	Biological Science Registered Nurse
Health Information Management	Brandy Eberle	Career & Technology Business
Industrial Technology	Christopher Conner	Trade & Industrial
Interactive Media Specialist	Laura Rogers	Career & Technology Business
Masonry	Anthony Lee	Trade & Industrial
Math	Maria Wartchow	Secondary Math
Plumbing Apprentice Technology	Scott Ringwald	Trade & Industrial
Practical Nursing	Tracie Murnan	Registered Nurse
Practical Nursing	Suzanne Damon	Registered Nurse
RISE	Briana English	Secondary English
Structural Welding Technology	Jeff Hayes	Trade & Industrial

Student Services

Financial Aid Coordinator	Richard Thornton
Career Counselor	Curtis Pratt
Career Advisor	Lauren McElroy Walls
Student Success Coordinator	Carmen Garcia
Administrative Assistant – Student Services	Rio Goodman
Hospitality/Admin. Assistant – Student Services	Jana Morgan
Administrative Assistant – Full-Time Instruction	Heather Scott
Receptionist	Robin Erskine
Special Needs/Special Populations	Cindy Counts

MDTC
MID-DEL TECH CENTER

FACULTY CREDENTIALS

Jaime Carter
B.A. in Science Education, Licensed Practical Nurse

Christopher Conner
Applied PLCs – Allen-Bradley certification, Applied PLCs – Siemens certification, Applied Fluid Power – Hydraulics and Pneumatics certification, Fundamentals of Mechanical Systems certification, and SCE Automation Fundamentals Certification Test – Mastered (Siemens)

Cindy Counts
B.S in Special Education, M.S. in Education – School Counseling; Licensed Professional Counselor (LPC)

Suzanne Damon
B.S. in Nursing, Registered Nurse

Arletha Doolin
B.S. in Biology, M.S. in Education; Master Cosmetology License

Brandy Eberle
B.S. Health Information Management

Briana English
B.S. in Language Arts Education

Elizabeth Garnand
B.S. in Nursing

Cameron Harrell
A.A.S. in Automotive Service Technology (OSUIT)

Jeff Hayes
Associates in Applied Science

Kaleb Humphrey
FAA Airframe & Powerplant License, Some college coursework completed

Whitney Koons
A.S. in History, B.A. in Liberal Studies; Master Cosmetology License

Anthony Lee
Some college coursework completed

Matt Minard
Some college coursework completed, ASE Certifications in B2, B3, B4, and B5

Tracie Murnan
B.S. in Nursing

Scott Ringwald
A.A.S. in Career & Technical Education, Oklahoma Plumbing Contractor License, Oklahoma HVAC Apprentice License; Certifications: Competent Person in Excavation, Forklift, Gastight Installer, Uponor, Navien Level 3

Laura Rogers
B.A. in Communications, M.S. in Curriculum & Instruction

Jason Stacy
B.A. in Mass Communications, M.B.A. in Marketing, Certifications: PLTW, Part 107 License

Sandi Teel
B.S. in Elementary Education and Middle School Mathematics

Maria Wartchow
A.S. in Mathematics; B.S. in Mathematics Education

Ed White
Oklahoma Mechanical Contractors License

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MID-DEL TECH CENTER

SCHOOL CALENDAR

MID-DEL TECH CENTER
FULL-TIME PROGRAMS

FY27 FULL TIME INSTRUCTIONAL CALENDAR

IMPORTANT DATES

- First Day of Classes - August 12, 2026
- Last Day of Classes - May 19, 2027
- MDPS Graduation Day - TBD
- Beginning of Quarter
- End of Quarter

- MDTC PD/Work Days - No Students
- MDPS PD/Work Days - No Students
- Vacation/Holiday - Campus Closed
- MDTC Students In Session (Virtual or No School for MDPS)

EVENING DATES (All dates tentative)

- Orientation Night - August 6th, 2026
- Interview Night - March 30, 2027
- Interview Night - April 1, 2027
- MDTC Signing Night - April 29, 2027
- MDTC Recognition Ceremony - May 13, 2027

QUARTER BREAKDOWN

1st Quarter- 46 days
2nd Quarter- 37 days (Includes 2 additional MDTC days)
3rd Quarter- 47 days (Includes 1 additional MDTC day)
4th Quarter- 43 days (Includes 2 additional MDTC days)

NOTES:

April 9th and May 7th are MDPS no school days. MDTC will be in session on those days.

Revised 07/28/2026

JULY 2026

S	M	T	W	TH	F	S
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5	6	7	8	9	10	11
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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20	21	22	23	24	25	26
27	28	29	30			

MDTC
MID-DEL TECH CENTER

General Information

The faculty and staff at Mid-Del Technology Center (MDTC) would like to welcome you to one of the finest technical training schools in the state. We are glad to have you here and hope that your time with us will be educationally profitable for you.

We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts. In order that we may maintain quality training, it is necessary to establish certain regulations to guide you. The following regulations will help all students become better school citizens.

Class Schedule

FULL-TIME PROGRAM SCHEDULE (excluding Practical Nursing):
Morning session: 7:40 AM - 10:40 AM
Afternoon session: 11:10 AM – 2:10 PM

Adults may be enrolled as a part-time student for the AM session (3 hours) or the PM session (3 hours), or as a full-time student in both (6 hours).

PRACTICAL NURSING SCHEDULE:
Classroom Instruction: 8:00 am - 3:00 pm
Clinical Instruction: 6:30 am - 2:30 pm

Students are given a scheduled 10-minute break each class session to eat or use the restroom. Students are to remain in the building during this time. For cosmetic and safety reasons, food and/or drinks will not be permitted in any of the shop areas during class time. Break time is a privilege and abuse of it may result in disciplinary action.

INCLEMENT WEATHER CANCELLATIONS

If classes are going to be canceled due to bad weather, a decision will be made as early as possible. A cancellation notice will be sent to Oklahoma City television and radio stations. You may also access our web site at www.middeltech.com. MDTC is a part of the Mid-Del Public Schools (MDPS) System; therefore, if the MDPS district is closed, MDTC will also be closed.

MDTC programs are not approved for distance learning at the state or federal level. Therefore, if MDPS moves to remote learning due to an inclement weather closure, MDTC students will not work remotely. See Attendance Policy & Procedures section for more information.

High School Credit

High School students may earn 1.5 units on their high school transcript for each semester successfully completed.

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TRANSPORTATION

MDPS provides bus transportation to each of the three district high schools for MDTC high school students or for some MDTC field trips. School transportation is a privilege provided for the convenience and safety of the students. A student suspended at the sending high school, but has been approved to continue to attend MDTC, may be unable to utilize the district transportation. Students utilizing school transportation of any sort agree to abide by the MDPS School Bus Procedure Guide which can be found on the Mid-Del Public Schools website. Misbehavior on a bus may result in a child being denied the privilege of riding the bus.



Students who miss the bus may have to remain at the high school if transportation is not available to pick them up. The transportation decision will be at administrator discretion.

MDTC students who do not attend one of the three (3) MDPS high schools must provide their own transportation to campus.

Students who do not utilize the bus transportation may drive their personal vehicles. Under no circumstances are students allowed to sit in their vehicles during class hours or loiter in the parking lot before or after school. Students that need to go to their vehicle during class time must obtain a pass from their instructor and check in with the receptionist prior to leaving the building.

While on the MDTC campus, students must drive 10 MPH through the parking lot at all times. Pedestrians walking in the parking lot and MDPS buses have the right-of-way at all times. Students must keep their music to a level that is not disruptive to the environment around them. The map to the right identifies student parking locations in green.



Students violating the driving policies may have their driving privileges revoked and be required to find other means of transportation. Other discipline may also be administered. Security personnel in the parking lots have the same authority as the instructor.

Clear Backpack Policy

Mid-Del Public Schools has implemented a clear backpack policy for all 6-12 grade level students. Mid-Del Technology Center will follow the same policy for all **secondary Mid-Del Technology Center students.** Required program equipment bags will be treated the same as athletic/spirit bags and allowed with certain qualifications.

Lockers

A student may be assigned a locker by their instructor. They are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the instructor's permission.

Any locker malfunction should be reported to the instructor. Students are cautioned not to keep money or other valuables in their lockers. Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection. The District or MDTC is not responsible for items in lockers.

Medication

If it becomes necessary for a secondary student to take any form of medication at school, a "Parental Authority for Medication Administration" must be obtained, completed, signed, and on file in the Student Services office. All medication will be kept in and dispensed through the Student Services office.

Visitors

Visitors wishing to tour MDTC facilities must have prior approval by administration. Students are not allowed to bring visitors, including children, to the school for the entire class period unless prior permission has been obtained from the instructor and appropriate administration.

Visitors must have a photo ID and check-in at the security kiosk. A visitor's badge will be assigned and must be worn at all times in the building.

Voter Registration

Students are eligible to register to vote in elections once they reach the age of 18. To register to vote, students must fill out a voter registration application form. Voter registration applications are available in the Adult Career Development office and in the Student Services office. Applications are also available at your County Election Board, post offices, tag agencies, libraries, and many other public locations. Students will also be offered a voter registration application when they get their driver's license and when they apply for assistance at some government agencies. www.ok.gov/elections

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STUDENT EXPECTATIONS

GRADING SCALE

MDTC programs will follow the grading scale listed below (exception Licensed Practical Nursing).

A = 90-100
B = 80-89
C = 70-79
D= 60-69
F = 59 and below
NC = No Credit (for HS credit only)
W = Withdraw

CAREER MAJOR RECORDS

Career major records are a transcript of all courses and hours earned in a particular career major. Career major records will be issued to students at the end of each semester. Due to educational privacy laws, should an adult student request MDTC to release a copy of their grades to a third party, a Records Release form (available in the Student Services office) and a copy of their driver's license must be provided as verification of their identity.

Career major records will not be released if a student fails to:

- Return all school-owned books, tools and equipment, or pay for the same
- Pay any outstanding bills for tuition, live work, parts, etc.

SATISFACTORY ACADEMIC PROGRESS

All students are expected to make progress toward satisfactorily completing the course of study in order to be eligible to continue. Satisfactory progress is considered to be an overall weighted GPA of at least a 2.0 and proceeding satisfactorily in accordance with the percentage of clock hours and attempted work completed. If a student repeats a course, the highest grade will be used in the calculation. A student who fails to comply with the attendance policy and/or does not make satisfactory progress in his/her course of study may be subject to disciplinary action. Please see the Discipline section for more information.

CERTIFICATES & PROGRAM COMPLETION

High school and adult students will be awarded completion certificates based on the amount of coursework they complete within a program at the time they complete, withdraw, or are dismissed from a program. This document also indicates the performance level attained for each specific course in the career major.

A student will earn a Career Program Completion certificate if they have successfully completed all clock hours and courses within a program with an overall weighted GPA of a 2.0 or better.

Career Program Completion certificates will not be released if a student fails to:

- Return all school-owned books, tools and equipment, or pay for the same
- Pay any outstanding bills for tuition, live work, parts, etc.

Mid-Del Technology Center records may be requested online at www.middeltech.com.

Note: Participation in the MDTC Recognition Ceremony does not guarantee a Career Program Completion certificate will be issued. Career Program Completion certificates will be mailed after all completion requirements have been met.

Attendance Policy & Procedures

Punctual and regular attendance is of tremendous value to the total learning process and a major expectation in the workplace. MDTC's attendance policy is modeled after Mid-Del School's expectations and policies, as well as those of industry. Students are expected to be in class and on time every day of school. Mid-Del Technology Center's school calendar will resemble the Mid-Del District calendar with some exceptions. Students are required to attend all in-session days as designated on the MDTC calendar.

- Tardies: Students who report to class after the tardy bell must obtain a tardy slip from the Student Services office. The white copy is left in student services and the yellow copy is taken to their instructor. Any student leaving school early must be given a hall pass to check out through the Student Services office. Failure to do either will result in an unexcused absence.
  - Tardy – A student will be counted tardy if they arrive less than one hour late to class.
  - Leave Early Tardy – A student will be given a Leave Early Tardy if they leave less than one hour before the end of class.
  - Three tardies (regardless of type) will equal one absence.
- Absences - A student must be in class at least two hours of the session to receive credit for that day's attendance.
  - High school students are allowed ten (10) unexcused absences per semester grading period.
    - For attendance calculation purposes, full-time RISE program students will have their attendance calculated like full-time adult students.
  - Adult students are allowed no more than nine (9) excused or unexcused absences per semester grading period.

HIGH SCHOOL STUDENTS

Attendance codes used at the high school may differ from those used at MDTC due to hour requirements. High school attendance will be calculated as above with the following exceptions:

- If a student wishes to leave early, parental permission will be secured before a student is released to leave campus.
  If a student is absent the day of a school activity, he/she will not be allowed to participate in the activity unless approved by an administrator (i.e. wedding, funeral, etc.)

  Excused Absences – Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays and family emergencies. No high school student shall receive an excused absence without proper documentation. This may include: doctor's notes, obituaries, legal papers/court documents, etc. This documentation must be submitted within five days of the absence. An administrator will make the final determination as to whether or not an absence/tardy is excused or unexcused.

Activity Absences – The maximum number of absences for school-sponsored activities which remove the student from the classroom shall be (10) for any one class period of each school year. After the tenth excused school-sponsored activity, sponsors will submit in writing to the Director of Instruction the reason why they feel that a student has earned the right to attend the activity. Any absence from a class for a school activity in excess of ten days and not approved by the committee/Director of Instruction shall be treated as an unexcused absence.

All students who are members of school activity groups are limited to no more than ten (10) activity absences per year per class period. Absences for the following reasons will not be charged against the ten absence limit:

- Participation in school-sponsored state/national level contests in which the student has earned the right to compete.
- Activities held on campus and sanctioned by the Director of Instruction.
- College entrance exams and college-sponsored scholastic meets.
- Field trips in conjunction with a unit being taught in an academic class.
- Appearances before local civic groups and other schools in the district.

NOTE: These activity absences should not be counted as an absence at the end of the grading period and do not count against any perfect attendance credits that may exist.

High school students with excessive tardies and/or absences are subject to the following consequences:

- A high school student who has unexcused absences exceeding ten (10) days or parts of days within a semester will not receive a passing grade for their high school credit for that semester. For credit bearing courses, on the eleventh (11th) absence, a student will receive a "No Credit" on his/her high school transcript for the semester. If a student is passing at the end of the semester, he/she will receive a "No Credit" on their high school transcript for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded on their high school transcript.
- A high school student who has unexcused absences exceeding ten days or parts of days within a semester may be:
  - Ineligible to participate in any CTSO or program activities, events, field trips, etc.
  - Ineligible to receive funds from MDTC to cover any certification/licensure testing fees. Tests may still be taken at student's expense.
  - Removed from the program immediately or at the start of the following semester.

Students with excessive tardies and/or absences may be placed on an attendance contract prior to reaching 10 unexcused absences. Failure to adhere to the terms of the contract may result in any of the above consequences.

ADULT STUDENTS

Adult attendance will be calculated as above with the following exceptions:

- Adult attendance will be calculated in whole day increments. Therefore, an absence from both AM and PM session will result in 1 absence toward the 9 allowed an absence from either the AM or PM session only will be counted as a .5 absence toward the 9 allowed. For students receiving financial aid, absences exceeding 10% of the payment period may result in delayed payment or loss of eligibility.
- Both excused and unexcused absences count toward the 9 allowed absences for adults.

- Excused Absences – Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays and family emergencies. No adult student shall receive an excused absence without proper documentation. This may include: doctor's notes, obituaries, legal papers/court documents, etc. This documentation must be submitted within five days of the absence. An administrator will make the final determination as to whether or not an absence/tardy is excused or unexcused.
- An adult student who misses more than 5 consecutive days without making contact with the instructor will be automatically dropped from MDTC on the 6th day of absence. An attendance appeal will not apply to this rule.

  *See PN Handbook for nursing attendance policy.

- *Attendance Policy Appeal Process* - Adult students, including those receiving veteran benefits, may make a written appeal to determine if special circumstances warrant an exception to policy. The appeal form is available from the Director of Instruction and must be filed within 2 class days from the date the student was notified that they were in violation of the attendance policy. Adult students are encouraged to keep documentation of absences in the event the attendance policy is exceeded and an appeal must be filed. The appeal will be reviewed by a committee that may be comprised of (but not limited to) an Administrator, Financial Aid Coordinator, and one other staff member. Students will continue to attend classes until notified of the committee's decision. Any absences that occur after the appeal meeting, but before notification is able to be given will count towards any approved appeal stipulations.

  The student will be notified of the committee's decision in writing within 2 school days following the appeal meeting. If an exception is granted, the notification will include any conditions that must be met to continue enrollment in the program. If an exception is denied, the student will be dropped from the program immediately. A student that is denied an exception and wishes to reapply will follow the Re-Enrollment After A Dismissal policy.

  A student is allowed to file only one appeal per program.

- *Leave of Absence Policy* - Adult students may request a leave of absence (LOA) for reasons including jury duty, military leave, medical leave, maternity leave, death of an immediate family member, or other reasons which must be approved by the Director of Instruction for that program. Immediate family members are defined as spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.
    1. To request a leave of absence students must obtain and submit a Leave of Absence form from the Career Counselor's office.
    2. Students may take a LOA for a minimum of five (5) school days and a maximum of sixty (60) calendar days.
    3. A student may be granted only one LOA per program.
    4. While on LOA, all Title IV federal financial aid and/or veterans' benefits will be interrupted until the student returns to school. Students are expected to complete all program hours so a LOA will extend the students expected completion date, which may necessitate returning the following school year to obtain hours needed to complete.

5. Should the student fail to return to school at the end of the LOA, the student's withdrawal date will be the last date of attendance.
6. This LOA also applies to those called to active military duty.
7. Approval must be obtained BEFORE leave is taken unless unforeseen circumstances prevent a student from doing so.

MAKE-UP POLICY FOR MISSED WORK

- Students have the privilege to make up missed work. However, it is the student's responsibility to get the assignments from the instructor.
- Students shall be allowed one day plus the number of days absent to complete the assignments.
- All make-up work must be done before school, at break, after school, or at home. Any shop/lab work must be done under the supervision of the instructor.
- Some shop work may not be able to be made up.

MAKE-UP POLICY FOR MISSED HOURS

A student's progress towards completion is based in part on clock hours attended. While the MDTC schedule allows for extra hours built-in to the schedule to account for unexpected school closures, should school closures exceed the additional hours scheduled students will be required to attend make up hours. The dates and times of make-up hours will be determined by the teacher and/or administration and may require attendance outside of the original school calendar.

Student Conduct

Both high school and adult students are expected to act in a manner like that expected of an employee in a work setting. Mid-Del Technology Center has developed a list of expected behaviors for each area of the building that can be found in Addendum A of the Student Handbook. You should show respect for the property, rights, and privileges of others. Actions including hazing, bullying or harassment will not be tolerated. You are responsible for your conduct while you are here.

Violations of school regulations or local, state, and federal laws will not be permitted and will result in disciplinary action. Refer to the Mid-Del Schools Student Expectations Policy and Procedures and Safety Guidelines handbook for further information on Conduct.

Dress Code

For the safety of the student and the professional nature of the MDTC environment, clothing should be appropriate for the career and technical education program in which the student is enrolled. Inappropriate clothing as determined by the program instructor or administration will not be permitted. Students must comply with each program's safety standards. In many programs, protective eyeglasses, protective footwear, and hard hats will be required. All high school and adult students attending MDTC will follow the same dress code policy as stated in the Mid-Del Schools "Student Expectations" handbook. Policies regarding piercings will follow industry standards for safety reasons.

Caps and/or hats may be worn in the classroom and/or lab area at the discretion of the instructor. Any type of apparel that distracts from the classroom atmosphere is considered inappropriate. The administrator will be the final judge of what is appropriate dress for school.

Discipline

MDTC is an extension of the three area high schools in the Mid-Del School System and is under the same policy and procedures set forth by the Mid-Del Board of Education. (See "Student Expectations" handbook)

Students are expected to abide by the rules and regulations set forth by administration, teachers, and the Mid-Del Board of Education while in attendance at school, school-sponsored activities, or being transported to or from school or school-sponsored activities in district-owned equipment. Any student who is found to be guilty of disobeying the rules or showing disrespect for any MDTC/MDPS employee and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

- Break Time Suspension - Time assigned in a supervised classroom or office during their program's scheduled break time.
- Work Detail/Restorative Practices – Students spend time working to improve classroom/shop conditions or to restore any damage done during the misbehavior.
- In-school Restriction - An alternative to home suspension when deemed advisable by the principal or administrator. In-school restriction is assigned during part of or all of a student's schedule, where said student spends the time in a monitored, structured study environment at the student's home high school. Placement in an in-school restriction program at the home high school is non-appealable.
- Suspension - Disciplinary action may involve suspension from MDTC. Suspensions for high school students, regardless if initiated at the high school or at Mid-Del Technology Center, may result in suspension from both the technology center and the high school and will be left up to administrative discretion. Suspended students may not have access to district transportation during the suspension.
- Contract (Attendance, Academic, and/or Behavioral) – Students violating the school rules/policies for attendance, academic, or behavioral issues may be placed on a contract. This contract allows the student to continue attending while on probation contingent upon adherence to the terms of the probation contract. Failure to adhere to the terms of the contract may result in removal from the program.
- Dismissal – Disciplinary action may result in dismissal of a student from an MDTC program.

Tobacco Usage

In accordance with school board policy and state law, the use, distribution, or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products (including cigarette lighters, etc.) by any student, regardless of age is prohibited on campus, in any building, in school vehicles, or while attending any school sponsored or authorized activity, including instructional trips. Simulated tobacco products and electronic smoking devices are also prohibited. (Policy: J-15)

Medical Marijuana

Students are not allowed to possess medical marijuana or marijuana-related products during the school day, on school grounds, in school vehicles or buses, or at school-related activities. The district reserves the right to discipline students who fail to adhere to Oklahoma law and/or the requirements of board policy J-42. Such disciplinary action will be addressed in accordance with the student discipline code.

Due to federal regulations, some industries prohibit licensure/employment of individuals who use medical marijuana. Students should be aware that employment outcomes may be limited in certain industries for those utilizing medical marijuana.

Drug Free School

It is the policy of Mid-Del Public Schools that all students and employees of the district be aware of the district's program to maintain a drug-free environment. Students who manufacture, distribute, dispense, possess, or use controlled substances, including anabolic steroids or alcohol, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension or expulsion. Students are subject to referral for prosecution under applicable laws.

A drug dog may be used on the campus at any time without prior notification to the students. The drug dog is an agent of the school district and provides school officials with reasonable suspicion to search a vehicle if a positive hit is made on a vehicle.

Please see the Drug Free School & Workplace section for more information.

Technology & the Internet

The District is responsible for protecting its network in a reasonable manner against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for violating them.

For students to remain eligible as users, students use must be in support of and consistent with the educational objectives of the district. Access requires responsibility. Students and all other users of the district's networks and other technological resources are responsible for respecting and adhering to local, state, federal, and international laws and guidelines governing use of information and the available technologies. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education policy and existing practice regarding inappropriate language or behavior, including, but not limited to, suspension from school, termination of employment and/or appropriate legal action. (Policy: I-22)

Student Communication Policy

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. Examples of school-approved platforms MDTC uses include PowerSchool, Canvas, School Messenger, and Thrillshare.

Cell Phone Policy and Personal Electronics

In accordance with Mid-Del Policy J-17, students are permitted to use cell phones and personal electronic devices only as specified by policies in their program and by the Technology Center administration. Programs may prohibit students from using or displaying personal electronic devices, including cell phones, smartwatches, wireless earbuds, Bluetooth headphones, smart glasses, tablets, laptops, and similar items with exceptions only as outlined in district or site policies.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture/video of another student, teacher, or administrator will be subject to suspension and/or referral for prosecution. Students in violation of any personal electronics policy will be subject to disciplinary procedures.

Live Work

Live work is performed by students in a laboratory, classroom, shop, or in a field setting under written contract and under the direction of the program instructor. Live work projects should be chosen on the basis of merit in relation to the instructional objectives of the individual program as well as the determined value of the project to allow students to achieve a desired level of competency. Projects are not to replace other learning activities, nor to compete with other organizations within the district, but are to complement the program learning activities. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school.

Mandatory live work procedures for approval and completion of projects are listed in the Mid-Del Technology Center School Activity Fund Guidelines & Procedures quick guide. (Policy: D-15)

Student Organizations

All students enrolled at MDTC are encouraged to participate in one of several student organizations, which offers leadership development activities as well as skills and leadership competition at the local, district, state and national levels. The organizations are: Business Professionals of America (BPA), Health Occupations Students of America (HOSA), SkillsUSA Oklahoma, and Technology Student Association (TSA).

National Technical Honor Society (NTHS)

Membership in the MDTC Chapter of the National Technical Honor Society is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development, and skilled workmanship. Through the Honor Society students participate in service projects, leadership development, and social activities affiliated with both the school and community, and receive special recognition. Nominations for this honor are submitted by the student's instructor.

Student of the Month

Each month a student who exhibits exemplary performance, attendance, attitude, and diligence will be eligible for selection as Student of the Month. Nominations for this honor are made by the instructor, MDTC staff, or fellow students.

College Credit

Students enrolled in MDTC programs may earn college credit via one of the following ways:

1. Contractual Agreements – Students may gain college credit for successfully completing technical coursework in an MDTC program. The agreement allows students to co-enroll in approved technology center programs and receive college credit that typically applies to an Associates of Applied Science Degree and is awarded immediately upon successful program completion.
   Prior Learning Assessments – Students gain college credit for obtaining an industry recognized credential or passing a college learning assessment over material covered in an MDTC program.

MDTC and Rose State have a partnership that allows students enrolled in a Full-Time program to earn credit through either Contractual Agreements or Prior Learning Assessments.

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STUDENT SERVICES

Student services are available for every student attending Mid-Del Technology Center. These services include assistance with educational planning, enrollment, interpretation of test scores, occupational information, career information, personal counseling, school and/or social concerns, IEPs, special needs/special populations services, or other questions that you would like to discuss with a counselor.

ENTRANCE

High school and adult applicants may apply online at www.middeltech.com. Students are admitted based on their interest, indicators of ability, and their aptitude and performance in past school work.

Adult applicants will be assessed through the use of an entrance exam. A $20.00 exam fee is required, this includes one free retake. Prior college credit or an ACT score obtained in the past two years may qualify an applicant for an exemption from the assessment exam. See Assessment Center section for more information, including retest policy, late arrival and cancellation policies.

A high school diploma is not required for entry, with the exception of Practical Nursing applicants. However, students must have either a high school diploma or high school equivalency test, such as the GED, to receive federal financial aid.

Adults with previous experience in the Plumbing and HVAC industries who need to earn apprenticeship hours for the Construction Industry Board are considered Skill Enhancement students, and are not eligible for the daytime program. Please contact the WED: Adult Career Development office at (405) 739-1712 to explore evening skill enhancement courses.

ADULT BASIC EDUCATION & MDTC

Adult students with or without a high school diploma may enroll in courses at MDTC. In order to be eligible for a Pell Grant, students must have a high school diploma or its equivalent.

Mid-Del Public Schools offers the Mid-Del Diploma Completion Program for individuals to earn a high school Diploma. To be eligible individuals must be 21 through 29 years old and live in the Mid-Del Public Schools attendance area.

Students seeking GED services should contact OCCC at 405-682-7873 or visit occc.edu/acs/gedclasses/ or students may contact the Oklahoma Department of Career and Technology Education and ask for Lifelong Learning at 405-377-2000 or visit https://oklahoma.gov/careertech/educators/adult-education-and-family-literacy/students/testing.html

ADVANCED STANDING CREDIT

All previous education and/or training will be evaluated and credit given when and where appropriate. Students with advanced standing credit may be accepted provided they meet all required enrollment criteria. The student must provide proof of participation in an accredited program to include courses taken, grades received, possible clinical experience, and attendance. All eligible transcripts, including military education will be evaluated. Credit will be granted if appropriate and the student's career major/ program will be shortened accordingly.

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VETERAN CREDIT ALLOWANCE

A military transcript submitted for a veteran, reservist, service-person, or other eligible person initially enrolling in a training program or pursuing a program different from that previously pursued must reflect the amount of credit allowed for previous education, training or experience, including military experience. Credit for prior training will shorten the program accordingly. The amount of credit allowed, if any, will be shown in clock hours.

ADULT ENROLLMENT PROCEDURES FOR THE 2026-2027 SCHOOL YEAR

1. Adults complete an application, take an assessment exam, and meet with the Career Advisor. Some programs may require an interview as part of the application process.
2. Students must either secure financial aid (Pell Grant, Tribal, Vocational Rehabilitation, etc.) or pay a one-time $50.00 deposit to become pre-enrolled. The deposit is non-refundable. The deposit will be applied toward the supply fee as indicated on the enrollment document and account statement.
3. Enrollment will become official when the adult student has completed all necessary enrollment papers, paid $50.00 deposit or secured financial aid, and has received written notice of acceptance into the desired MDTC program.

NOTE: The Practical Nursing program's policies, procedures, and costs may be different and can be found in Addendum A.

ADMISSIONS REVIEW – FELONY CONVICTIONS

Although the technology center exists to provide educational opportunities for all members of the community, certain circumstances require careful review and consideration prior to student enrollment at the center. No person seeking admission will be unilaterally excluded solely on the basis of a felony conviction, but those with felony convictions are subject to administrative review. This review will seek to determine whether the individual poses a threat to other students, staff, facilities and/or equipment and it will educate the candidate regarding limited employment opportunities in certain fields due to the felony conviction.

Failure to disclose a felony during the admission process may result in dismissal from the program. Any currently enrolled student who is charged with a felony must promptly disclose the charges to the Director of Instruction for their program.

All situations will be evaluated on a case-by-case basis. This policy will apply to all career majors, programs, and/or courses that require an application for enrollment.

ADMINISTRATIVE REVIEW PROCESS

Upon learning that an individual with a felony conviction has applied for enrollment in a full-time program at the technology center, information will be collected to determine the nature of the crime, the applicant's version of the events, the amount of time which has passed since the crime was committed, rehabilitation which has occurred since the crime, the applicant's current status with the court system and any other factor deemed to be relevant to the specific circumstances. After gathering all of the applicant's documentation, it is given to the Admission Review Committee.

This committee will make a decision on the applicant's admission within 10 business days of the receipt of the completed documentation. The review committee reviews the documentation and makes a recommendation to continue with the application process or not. If the applicant is given the recommendation to continue the application process, MDTC will contact the applicant. If the applicant is denied entry, the applicant will be notified of the denial and the appeal process. The applicant will also be sent a letter explaining the decision and appeal process.

If the applicant chooses to appeal, they need to contact the Assistant Superintendent of MDTC in writing within 5 days. The Assistant Superintendent of MDTC will meet with the applicant and discuss the appeal. The applicant will be notified of the decision by the Assistant Superintendent of MDTC within 5 days of the meeting. This decision is final and non-appealable. If the decision by the Assistant Superintendent of MDTC is to continue with enrollment, he/she will notify the career advisor to continue with the enrollment process.

Denied applicants are welcome to reapply the following school year.

FELON GAINFUL EMPLOYMENT NOTIFICATION

Certain careers, especially health related careers, often prohibit licensure/employment of individuals who have been convicted of:

- Violent crimes (e.g., murder, assault, armed robbery)
- Sex crimes of any nature or kind
- Manufacture, sale or possession of drugs with intent to distribute
- Child or elder abuse

Because many clinical sites will not permit a convicted felon from participating in clinicals, enrollment in such a program will not be permitted due to a student's inability to complete the program requirements or obtain licensure/certification. Any applicant denied enrollment based on this policy may seek a review of the denial if he/she believes extenuating circumstances exist which would allow him/her to complete the program requirements.

This policy is not intended to prevent enrollment, but is designed to protect students from investing in an education which cannot be completed due to circumstances beyond the technology center's control and to give careful consideration to the safety and security of other students and staff.

REGISTERED SEX OFFENDERS

Individuals seeking admission to the technology center must disclose their status as a registered sex offender. A failure to make this disclosure will result in removal from the technology center. Applications for admission by registered sex offenders will be reviewed for the purpose of determining whether admission is in the best interest of other students and the center. In any instance involving the admission of a registered sex offender, the student will be subject to specific guidelines, provided by the Assistant Superintendent of MDTC. These guidelines will govern the student's school enrollment, attendance, and participation in school activities. Violation of administrative guidelines issued to the student will result in the student's removal.

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CONTINUING STUDENT RE-ENROLLMENT PROCESS

Continuing students are eligible for re-enrollment for the following school year if they are making satisfactory academic progress (as previously defined in the Student Handbook) and meet the attendance policy requirements. Continuing students making satisfactory academic progress will be pre-enrolled for the following school year in May.

High school seniors who are returning the following year to complete their program as an adult will need to complete the MDTC adult application, complete the FAFSA, and must either meet with the Financial Aid Coordinator to determine eligible aid or set up a payment plan to cover the costs for the program. All high school seniors returning as adults must have proof of financial aid or have a payment plan in place prior to the first day of school to be considered re-enrolled. If a high school senior returning as an adult is not eligible for financial aid they may be eligible for the MDTC Next Step Scholarship for tuition assistance.

RE-ENROLLMENT

- *Following a Dismissal* - Any student, including those receiving veteran's benefits, who has been dismissed because of poor attendance, unsatisfactory progress, or unsatisfactory conduct will be ineligible to reapply for at least one full semester. Upon reapplying, the application will be placed at the bottom of the waitlist until all enrollment has been finalized at which time placement will be determined based upon availability. If more than 12 months have passed since the first dismissal, the applicant will be treated as a new applicant for enrollment purposes. If a student has been dismissed from MDTC twice, they will no longer be considered for readmission/enrollment for any full-time program for no less than 5 years.
- *Following a Withdrawal* – Upon reapplying, the application will be treated as a new applicant with advanced standing.

All outstanding debts to MDTC must be cleared prior to any program re-enrollments. Readmission is not guaranteed.

Program Costs

TUITION

The tuition rate for adult students is $3.00 per clock hour. Tuition may be paid in monthly installments as agreed upon by an Administrator and the Financial Secretary.

BOOKS & FEES

Each program also requires additional fees, including but not limited to personal protective equipment, background checks, textbooks, and lab fees. These fees vary by program. Exact amounts are available upon request from the Student Services office or online at www.middeltech.com. Textbooks and classroom fees may require pre-payment and are non-refundable.

Most programs provide textbooks or e-books which will remain the property of MDTC.

Supplies used by a student on a student-owned project must be paid before the project is removed from the program.

CERTIFICATION EXAM COSTS*

MDTC will cover the cost of specified, required program certification tests for high school students. Students must meet the following criteria at the time of test registration:

- Have a C or above in all current courses and an overall program grade of C or above.
- Have no more than 7 unexcused absences in the current or previous semesters.
- Be currently enrolled or have successfully completed an MDTC program within the last thirty days.
- Demonstrate competency in the subject matter by passing a certification prep assessment.

MDTC will cover the initial test attempt only. Students will be responsible for any costs associated with re-takes. High school students who do not meet the above criteria may still take certification tests by pre-paying.

**Certification costs will be covered pending available funding.*

Adult students will be responsible for their individual certification costs. See specific program information for details.

DAMAGED TOOLS/EQUIPMENT

Programs may provide all needed tooling and equipment a student will need while in the program. Each program has a tool control policy on checking tools in and out for classroom/shop use. If a school owned tool or piece of equipment is damaged due to negligence or intentional misuse, a student may need to pay restitution costs to replace the item. Amount owed will be based on replacement costs.

Refund Policies

REFUND POLICY

- If a student withdraws within the first 5 days of classes or PRIOR to the first day of class they will receive a refund of all tuition, less $25 processing fee.
- If a student withdraws within the first three weeks of class, they will receive a refund of one-half of any tuition paid for the current semester.
- After the third week of classes, no refund will be given.
- If student has pre-paid for the following semester, they will receive a full refund for that semester.
- Non-refundable fees include: testing fee, program deposit, background checks, supply fees and textbooks.

Students who receive a Federal Pell Grant from MDTC and who withdraw (officially or unofficially) will be subject to the "Return of Title IV" regulations. For those students who have been officially or unofficially withdrawn, the student's last date of attendance will be used for Return of Title IV purposes as determined by MDTC's attendance records. Generally, the student and/or school will have to return any amount of the Pell Grant that is defined as "unearned" per Return of Unearned Funds Policy section. Legal Reference: Public Law 102-325

NOTE: all financial aid students should contact the Financial Aid Coordinator to discuss their Return of Title IV funds calculation before withdrawing.

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VETERANS REFUND POLICY

If a veteran student drops a program before completion, out-of-pocket tuition refunds will apply as follows:

- If a student withdraws within the first 5 days of classes or PRIOR to the first day of class they will receive a refund of all tuition, less a $25 processing fee.
- If a student withdraws within the first three weeks of class, they will receive a refund of one-half of any tuition paid for the current semester.
- After the third week of classes, no refund will be given.

If a student has pre-paid for the following semester, they will receive a full refund for that semester.

Non-refundable fees include testing fees, program deposit, background checks, supply fees, and textbooks.

If a student's tuition has been paid by an agency (i.e. veteran benefits, Tribal, Workforce, etc.) or through financial aid assistance (i.e. Pell), refunds will be processed in accordance with the rules and policies of the tuition source.

For veteran students who are called to active duty, the refund policy aligns with the Title IV regulations.

VA beneficiaries may be in debt to the VA for withdrawals and early dismissal. If refunds are issued directly to the student, the student should check with the VA and/or the Financial Aid Office on how they should handle any refunds due to a withdrawal.

Refunds will be disbursed by the Business Office within ten business days after notice of a student withdrawal has been received from the Financial Aid Office.

Veterans Benefits and Transition Act of 2018 GI Bill® Delayed Payment Policy Effective August 1, 2019, section 103 alters 38 U.S. Code § 3679 Disapproval of Courses to include language that protects individuals using Chapter 31 Veteran Readiness and Employment (VR&E) or Chapter 33 Post 911 GI Bill® VA benefits from being penalized in any way by PTC for delayed payment by the VA. This includes preventing enrolling, assessing a late penalty fee, requires securing alternative funding, or denies access to school resources that other students have paid.

GI Bill® Information Statement: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/bill

PAYMENT POLICIES

If a student is not on a form of Financial Aid (IE: Pell Grant, VA, etc.), all program costs are due the first day of classes or a payment plan contract must be in place and the initial payment made by the first day of classes. These rules apply to ALL MDTC programs.

Semester supply fees are due prior to or on the first day of the semester. Any student relying on a 3rd party (excluding Pell Grants) to pay their costs must provide proof of expected payment, otherwise a monthly payment will be expected and handled as follows. Next Step students will be required to pay the semester supply fee prior to or on the first day of each semester or a payment plan must be in place.

Note: Licensed Practical Nurse and Adult Cosmetology students may be billed based on payment periods, not semesters.

Due to educational privacy laws, should an adult student have a third-party making payments on their account MDTC may take a payment, but will not be able to release any information about a student's financial records (including amount owed, monthly payment amount, etc.) unless the student has provided written release to MDTC on a Records Release form. A copy of the Records Release form can be obtained from and returned to the Student Services office and a copy of their driver's license must be provided as verification of their identity if the request is not made in person.

PAYMENT PLAN

For payment plans, costs will be totaled and divided into 8 monthly payments (4 payments per semester) for all 10-month programs. Programs longer than 10 months may have extended payment plans. This includes books, online curriculum costs, semester supply fees, and other mandatory supplies/kit costs. Optional expenses, such as CTSO dues/fees, are not included in this calculation and must be paid separately.

- The first payment is due by the end of the first week of school.
- A statement will be emailed to the student on the 1st of each month.
- Payments are due the 15th of each month.
    - If payment is not received by the 15th, a $25.00 late fee will be applied.
      Exception: Veterans administration beneficiaries will not be assessed the $25 late fee because of slow payment processing from the Department of Veteran Affairs.
    - Accounts 5 days past due – Reminder notice will be given to student.
    - Accounts 30 days past due – Administrator will counsel with student.
    - Accounts 60 days past due – Student may be dropped from the program.

Students with outstanding balances may not be allowed to participate in the MDTC Recognition Ceremony, PN Pinning Ceremony, or other extra-curricular activities.

FINANCIAL AID

Federal financial aid is available to qualifying adult students attending an approved 600 hour or more career major at MDTC. The career majors eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of career majors, contact the MDTC Student Services Office, located in the main office of MDTC.

No financial aid shall be disbursed to an adult student until the student has completed all necessary and required paperwork.

MID-DEL TECH CENTER

FINANCIAL AID PROGRAMS

The following programs of assistance are available at Mid-Del Technology Center:

Pell Grant
Oklahoma Tuition Aid Grant (OTAG)
Oklahoma's Promise
Vocational Rehabilitation
Workforce Innovation & Opportunity Act (WIOA)
Tribal Agencies/ Bureau of Indian Affairs (BIA)
Otha Grimes Foundation Scholarship
Mid-Del Technology Center Tuition Waiver (Next Step)
Veterans Educational Benefits

- TITLE IV PROGRAM ELIGIBILITY – PELL GRANT

  All applicants for enrollment as post-secondary students in eligible programs may apply for a Pell grant by filling out a Free Application for Federal Student Aid (FAFSA). Applicants and students may make an appointment with the financial aid coordinator to help in filling out the FAFSA. Applications are sent to the federal processor electronically, or by mail (paper FAFSA). In determining the extent of a student's financial need, the federal processor will consider the family's income (taxed and untaxed) from the prior-prior year, family assets (in some cases) and other resources available to the student.

  For the 2026-27 award year, a student is considered "Independent" if they are able to answer "yes" to one of the following: born before Jan. 1, 2002, married (and not separated), a graduate or professional student, a veteran, a member of the U.S. armed forces, an orphan, a ward of the court, a current or former foster youth, in a legal guardianship (now or in the past), someone with legal dependents other than a spouse, an emancipated minor, or an unaccompanied and homeless or at risk of becoming homeless. Independent students will have their eligibility based on their own (and spouse, if married) income. Those who do not meet these independent categories must have their eligibility based on theirs and their parents taxed and untaxed income from prior-prior year, even if the student does not live with his/ her parents and the parents did not claim the student on their income taxes.

  Other factors affecting eligibility include: U.S. Citizenship or eligible non-citizen; not being in default on a student loan or owing a repayment on a grant; not having ability to benefit from training (i.e. having a high school diploma or GED); being enrolled either full-time or half-time as a regular post-secondary student in an eligible program (high school students are not eligible for Title IV aid); continuing to make satisfactory academic progress in the course.

  Once the FAFSA is submitted to the federal processor, prospective students will receive a FAFSA Submission Summary and the school will receive an Institutional Student Information Record (ISIR), each of which contains the Student Aid Index (SAI). The SAI number will be used by the financial aid coordinator to determine the amount of Title IV aid for which the student is eligible. If a student's FAFSA is selected for verification, students will be asked to supply certain signed documents to the financial aid coordinator. Aid cannot be awarded or paid prior to completion of the verification process. Students should provide requested documentation to the financial aid office within 30 days of the request. Failure to provide requested documents may cause the

student to become ineligible for Title IV aid. In addition to those who were selected by the federal processor for verification, the financial aid coordinator may verify an application to resolve discrepancies.

Pell grant eligibility is based on financial need and pre-determined criteria by the U.S. Department of Education. The amount for the 2026-2027 award year can be up to $7,395. These grants do not have to be repaid as long as a student doesn't withdraw "too early" according to federal regulations. This is an award to help undergraduates or those who have not earned a Bachelor's Degree.

- Oklahoma Tuition Aid Grant (OTAG)
  The Oklahoma Tuition Aid Grant (OTAG) is a need-based grant program for Oklahoma residents who attend eligible colleges, universities, and career technology centers in Oklahoma. Awards are approved for full-time or part-time undergraduate students.

  The OTAG is typically disbursed in two equal disbursements (fall and spring). OTAG checks are sent to MDTC via electronic funds transmittal for disbursements. If a student owes tuition, that amount will be deducted from their OTAG check. If all tuition has been paid, the OTAG funds will be disbursed to the student to be used for school related expenses. Students must maintain academic progress in their area of study.

  The maximum SAI eligible to receive OTAG may vary from year to year based on volume of eligible applications received and available state funding. OTAG receives many more eligible applications than can be awarded, and the FAFSA date is used to prioritize which students will receive an award.

- Oklahoma's Promise
  Only students certified by the Oklahoma State Regents for Higher Education (OSRHE) as having completed the high school requirements for Oklahoma's Promise are eligible for the Oklahoma's Promise award. This award is based on tuition expenses for certain courses offered at MDTC. All students using Oklahoma's Promise must submit a FAFSA and complete verification, if selected.

- Vocational Rehabilitation
  This is a program of assistance for individuals with documented disabilities. In some cases, vocational rehabilitation pays tuition, fees, books, and supply costs. For more information visit the Department of Rehabilitative Services at http://www.oklahoma.gov/okdrs/job-seekers/dvr.html .

- Workforce Innovation and Opportunity Act (WIOA)
  Oklahoma Works has programs that assist individuals who are economically disadvantaged, facing employment problems and/or qualify as a Dislocated Worker in need of training to obtain productive employment. Assistance, along with method and frequency of benefit could vary with each student depending on his or her needs. Applicants must meet WIOA economic, employment, and geographical guidelines, which are determined by a WIOA counselor. Criteria for continued eligibility are re-establishing eligibility along with satisfactory academic progress standards for this program are administered by the local WIOA office. Students who believe they

may qualify for this program can contact Oklahoma Works at www.oklahomaworks.gov. East Metro OKC offices are located at 7401 NE 23rd Street. Phone number is 405-713-1890.

- Tribal Agency Grants/Bureau of Indian Affairs
  The Bureau of Indian Affairs awards educational grants to students who meet their eligibility requirements. Assistance may vary with each student depending on his or her needs. Students listed on a tribal roll who believe they may qualify should contact their tribal agency educational office for application information, criteria for continued eligibility, re-establishing eligibility, method and frequency benefits, along with satisfactory academic progress standards. For additional information contact United Urban Indian Council at 405-778-6805.

- Otha Grimes Foundation Scholarship
  Mid-Del Technology Center also offers the Otha Grimes memorial scholarship awarded by the Oklahoma Career Tech Foundation. This scholarship is based on need. Applications are available to students through the Financial Aid Coordinator's office. The Foundation accepts a maximum of 10 applications from each technology center in both the Fall and Spring. Students may use this scholarship for school-related expenses, such as tuition, fees, books, certification tests, etc. Examples of expenses not covered by this scholarship are rent, food, and clothing.

- Mid-Del Technology Center Next Step Tuition Waiver
  The Next-Step Tuition Scholarship provides qualifying post-secondary students with a full or partial tuition scholarship for most MDTC full-time training programs. Applicants must complete a FAFSA and work with the MDTC Financial Aid Coordinator to determine if they qualify for other sources of financial aid. Applicants who qualify for a Pell grant or other sources of financial aid that cover all program tuition and associated costs will not be eligible for the Next Step Scholarship. The number of tuition scholarships awarded each year is limited based on the availability of funding. (Note: HS Cosmetology is not a Pell Eligible program, but may qualify for other forms of aid.)

  Current Mid-Del Tech Seniors
  Students who started a MDTC program their senior year and need to return the year after high school to complete the same program may qualify for a 100% tuition scholarship. This scholarship only applies for the school year immediately following high school graduation.

  Current students must maintain a 2.0 GPA or better and be in compliance with the attendance guidelines as per MDTC policies during their senior year, and unable to qualify for a Pell grant or other sources of financial aid that cover all program tuition and associated costs.

  New Adult Students
  New adult applicants who did not attend MDTC while in high school, may qualify for a 50% tuition scholarship. New adult applicants must currently live in the Mid-Del Public Schools district and must have a diploma from a MDPS high school. Applicants must be accepted into a full-time program during the year immediately following their high school graduation (e.g., 2026 HS graduates, must be accepted by August of 2027). New adult applicants are subject to all application and admission requirements. Enrollment is based on space availability.

- Veteran Education Benefits

  Veteran Affairs/ GI Bill® (Chapters 30, 35, 1606), Post 9/11 GI Bill® (Chapter 33)

  Many full-time career majors are eligible for the following VA Education Benefit Programs:
  - GI Bill®: Active Duty — Chapter 30
  - Post 9/11 GI Bill® — Chapter 33
  - Dependents Educational Assistance — Chapter 35
  - GI Bill®: Selected Reserve — Chapter 1606

  GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA and is available at the official U.S. government website at www.benefits.va.gov/gibill

  Eligibility for these programs is determined by Veterans Administration through the Regional Process Office (RPO) in Muskogee, OK. The veteran student who hasn't received VA education benefits before needs to complete the application for benefits online at www.ebenefits.va.gov. All VA forms may be located and printed at www.vets.gov.

  Veteran Readiness and Employment (Chapter 31)

  This program is for veterans who have a service-connected disability that has impacted their ability to work or prevents the ability to work altogether. This program will help veterans explore employment opportunities and/or training needs. To apply or for more information go to www.va.gov/careers-employment/vocational-rehabilitation/ .

  Veteran Information Needed

  Forms that need to be provided to the MDTC VA Certifying Official include but are not limited to:
  - Copy of all post-secondary transcripts (academic and/or military)
  - Copy of Certificate of Eligibility
  - Copy of documentation for other sources of financial assistance (other than Pell), such as tribal assistance
  - Important note for Chapter 33 Veterans: Be sure to inform the VA Certifying Official if you expect to receive any other financial aid or scholarships (other than the Pell grant). Omission of such information could adversely affect the processing of benefits resulting in an overpayment of benefits.

  Special Conditions for veteran students receiving VA benefits are as follows:
  - All previous education and training are evaluated for credit toward completion of current training program. Students need to provide copies of all college and military transcripts.
  - The MDTC attendance policy allows for 9 absences per semester. Veteran students exceeding 9 absences per semester, who have not been granted an attendance appeal exemption, shall be withdrawn for unsatisfactory attendance. The Veterans Administration Office will be notified and benefits will cease.
  - Veteran students are encouraged to use all services available at MDTC including career counseling and student organizations.
  - Veteran students having general questions concerning benefits may contact the VA Regional Office in Muskogee at 888-442-4551 or go to www.vets.gov.
  - A military transcript submitted for a veteran, reservist, service-person, or eligible person initially enrolling in a school or training facility or initiating pursuit of a program or

education or training different from that previously pursued, must reflect the amount of credit allowed for previous education, training or experience — including military experience. Credit for prior training that is applied to the program of education being pursued shortens the program accordingly. The amount of credit allowed, if any, will be shown in clock hours.

STUDENT RIGHTS AND RESPONSIBILITIES

As a recipient of federal financial aid, students have the right to:

- know what financial assistance is available, including all federal, state, and institutional financial aid programs.
- know the deadlines for submitting applications for applicable financial aid programs and the process required.
- know how their financial need is determined, including how cost of attendance budgets are developed.
- an explanation of the types of aid contained in their financial aid award, as well as how to retain eligibility for those funds (if applicable).
- request a review of their current financial situation if they meet certain criteria based on changes since filing the current aid year FAFSA application.
- know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress.
- know the method and frequency of financial aid disbursements.

As a recipient of federal financial aid, students have the responsibility to:

- be aware of their ability to pay any institutional charges based on their available financial aid and personal resources.
- review and understand the terms and conditions of their financial aid award.
- complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- inform the Financial Aid Office of any outside scholarships or additional resources they receive.
- fill out the FAFSA application completely and accurately. If selected for verification they will provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and they may be subject to penalties under the U.S. Criminal Code.
- read and understand all forms they are asked to submit or sign, realizing that they are legally responsible for all agreements they sign.
- know and comply with all policies and procedures of Mid-Del Technology Center.
- manage their financial aid experience.

ABILITY TO BENEFIT

To receive aid from the Student Financial Aid program a student must be academically qualified for study at the post-secondary level. A student with a high school diploma or its recognized equivalent (GED) is considered academically qualified for financial aid purposes.

STUDENT EXPENSE BUDGET

For purposes of awarding Title IV need-based assistance MDTC estimates reasonable expenses over a nine-month period for the following categories of students:

Dependent Students $10,316
Independent Students $21,758

METHOD & FREQUENCY OF DISBURSEMENT

- Payment is made via check from Mid-Del Technology Center. For each student, checks are usually disbursed two to three times during the academic year depending on program enrollment.
- Eligible students will receive their first Pell grant disbursement within 6-8 weeks after the start of class. Eligible students will not be expected to pay tuition before receipt of the Pell grant. The remaining disbursement(s) will be made upon satisfactory completion of the designated clock hours and weeks of instruction in the payment period. Payment is approximately 4-6 weeks following the beginning date of the second pay period.
- Pell grants will be disbursed in equal payments and are calculated by multiplying the number of hours the student is expected to complete in the school year by the scheduled award, divided by the number of clock hours in the academic year.
- The student must complete the hours and weeks in each payment period before the subsequent payment will be disbursed.
- Students eligible for Pell grant will have tuition and fees deducted from the grant if they have not paid tuition and fees or provided a letter of authorization form to the school prior to receiving the grant.
- The balance of Pell money left after tuition and fees are deducted will be disbursed to the student in the form of a check made out to the student.
- The Finance Secretary/Administration Office will disburse the Pell checks. The student will be notified of the date and times of disbursement.

ACADEMIC YEAR

MDTC defines its Academic Year for the purposes of the federal Pell grant as 960 hours and 30 weeks of instruction for most programs, with the following exceptions:

1000 hours / 30 weeks of instruction
HVAC Apprentice Technology
Plumbing Apprentice Technology

900 hours / 26 weeks of instruction
Licensed Practical Nurse
Cosmetology Master Instructor
Health Careers Certification

TITLE IV RETURN OF UNEARNED FUNDS POLICY

Federal law now specifies how a school must determine the amount of federal aid* a student earns if he/she withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of the payment period. The amount of federal financial aid assistance that a student earns is determined on a pro-rata basis.

Percent Earned = number of clock hours completed up to the withdrawal date divided by total clock hours in the payment period of enrollment**
Percent Unearned = 100% minus percent earned

- When a student receives federal financial aid in excess of earned aid:
  - The school returns the lesser of:
    Institutional charges multiplied by the unearned percentage
    OR
    Title IV federal financial aid disbursed multiplied by the unearned percentage
  - The student returns:
    Any remaining unearned aid not covered by the school;

Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.

The student can be billed for funds the institution is required to repay.

**Federal financial aid includes the Federal Pell Grant at MDTC*
*** Withdrawal date is defined as the student's last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence.*

VERIFICATION POLICY

The Financial Aid office requires verification of FAFSA information for those applicants who have been selected for verification by the U.S. State Department of Education or who have discrepancies arise in their data on the FAFSA. Students to be verified will be notified of documents they need to submit to the Financial Aid Office. All student financial aid records are confidential. The following may be required, but is not limited to:

- Proof of income reported on the FAFSA (copy of federal income tax transcripts, tax returns, and W-2's or proof on non-tax filing status)
- Completed and appropriately signed (independent and dependent) verification worksheets
- Other documentation may be required to verify discrepancies
- Household size
- Valid government issued photo I.D./Statement of Educational Purpose
- Proof of high school completion status, GED, home school transcript or college transcript.

Failure to comply with verification requirements may result in forfeit of aid. Verification materials should be submitted to the financial aid office within 30 days of student notification.

If the school and the student cannot resolve conflicts that may occur regarding verification, the case will be referred to the U.S. Department of Education, Student Validation Branch. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Based on verification completion, the grant is determined according to the guidelines set by the U.S. Department of Education. No financial aid disbursements will be made until verification is complete.

SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV STUDENTS (PELL)

Satisfactory Academic Progress (SAP) means that a student is proceeding in a positive manner toward the completion requirements of their program (career major) in the expected length of time. If those conditions are not met, the student is at risk of losing their financial aid. This policy applies to the Federal Pell Grant, Oklahoma Tuition Aid Grant, and Oklahoma's Promise.

To be considered eligible for the next disbursement, a student needs to have at least a "C". All of the hours and the weeks of instruction have to be completed. **Students receiving federal aid must attend 90% of their payment period.** When absences are greater than the allowed 10% excused absences, payments will be delayed until those hours are completed/attended.

SAP will be evaluated at the point when the student's scheduled clock hours and weeks of instruction for the payment period have elapsed. A Satisfactory Academic Progress report will be sent to the instructor, who will be asked to complete the student's academic progress. No progress report is required for an otherwise eligible student to receive their first payment.

QUALITATIVE MEASURE (GRADES)

The student must have a cumulative grade of "C" at the end of the payment period.

MAXIMUM TIMEFRAME: 150 PERCENT OF PUBLISHED TIME

Students must successfully complete their program (career major) within 150% of the published time frame. Students will NOT be eligible for aid for hours beyond those in the program. The maximum time frame applies to the amount of calendar time it takes the student to complete those hours. (*Example: 600-hour program has 23 weeks. The maximum time frame of 150% would be 900 hours 34.5 weeks)*

If at the end of a Pell payment period, it is not mathematically possible for the student to complete within the 150% timeframe, the student will be placed on Financial Aid Suspension. There is no opportunity to appeal this suspension.

Course incompletes, withdrawals, and LOA do not affect the cumulative grade. If a student repeats a course, the highest grade may be used in the calculation. However, course incompletes, withdrawals, LOA, and repetitions may all affect maximum timeframe. Any transfer hours that are accepted towards program completion are counted as both attempted and earned hours. The total program hours will be reduced by the hours accepted. In the case of a LOA the hours will be extended.

DISBURSEMENT CRITERIA

If a student meets the SAP requirements, the next Pell disbursement is processed and issued to the student. This process will be repeated at the end of each payment period. If a student does not meet these requirements, the student will be notified via a letter and will receive an official Financial Aid Warning informing the student that he/she did not meet one or more of the SAP requirements and his or her financial aid eligibility is in jeopardy.

HOW PROGRESS IS MEASURED IF A STUDENT CHANGES LOCAL PROGRAMS/CAREER MAJORS

Students should contact a Student Services advisor to discuss the changes that are being requested. The advisor will make sure that there is space available in the desired career major and if so, will grant approval accordingly. The advisor will then notify the student, instructor, and financial aid coordinator or other persons involved, of the start date of the new career major. For students receiving a Pell grant or VA, this will require a new calculation and could affect the amount of Pell or VA a student is eligible for.

Any courses duplicated in the new career major will result in the student receiving advance standing. Neither Pell nor VA will pay for coursework that has already been successfully completed. The remaining courses in the new career major will be used to prorate the new Pell disbursements for the new career major and a new Financial Aid Notification letter will be given to the student outlining these changes. The GAP of the completed coursework in the original career program will be used to determine academic progress status.

FINANCIAL AID WARNING

If a student receives an unfavorable progress report that is not in compliance with the SAP requirements above, the student will be issued a Financial Aid Warning and informed by letter. The student will still be eligible for the next Pell disbursement, but this will happen only once, i.e. there cannot be two consecutive Financial Aid Warning periods.

APPEALS PROCESS AND FINANCIAL AID PROBATION

If the student is not in compliance with the SAP requirements at the end of the payment period following a period in which the student received a Financial Aid warning, the student's Pell eligibility will be terminated. Students who wish to appeal the termination of financial aid may do so by submitting a written appeal to MDTC's Financial Aid Coordinator detailing the reasons why he or she feels aid should not have been terminated, explain what prevented him or her from complying with the SAP requirements, AND what has changed that will allow him or her to meet SAP requirements when evaluated at the end of the next payment period.

The written appeal should reach the Financial Aid office no later than three working days after the student receives notification that aid has been terminated. The appeal will be reviewed by a committee that may be comprised of (but not limited to) an Administrator, Financial Aid Coordinator, Career Advisor/Counselor, and instructor. The student will be notified of the results of his or her appeal by mail within 10 working days of the date of the appeal. The committee will have the authority to uphold or override the aid termination and take into account any mitigating circumstances when making that decision.

If the Appeal Committee determines that the student will be able to meet the SAP requirements by the end of the next payment period based on the changes the student has made OR if the student is placed on an academic plan that will ensure the student is able to meet the SAP requirements, the Appeal will be approved and the student will be placed on Financial Aid Probation for the next payment period. The student will continue to receive financial aid.

REQUIREMENT FOR REINSTATEMENT OF FINANCIAL AID

A student whose financial aid has been terminated may apply for aid to be reinstated, provide 1) he or she has completed one semester of training in an approved program with a semester grade of a C or better, and 2) it is still mathematically possible to complete their program within 150% of the published time. If a student loses eligibility due to maximum timeframe, the student would have to change programs in order to regain eligibility. Students whose aid has been terminated will be responsible for paying tuition in full no later than the first day of the semester unless other arrangements have been made with the Finance Secretary.

SUSPENSION & WITHDRAWAL

- Any student receiving Title IV aid that is suspended for the semester, unless reinstated under contract, will be terminated from financial aid for at least one semester.
- If a student withdraws from MDTC for personal reasons he or she may owe an overpayment to the Federal Pell Grant program and may have to repay MDTC if the school was required to repay a portion of the student's tuition to the Federal Pell Grant program. Students who do not owe a repayment may reapply for financial aid if they return to school at a later date.

- Students attending MDTC may only receive Title IV aid for a limited time. As of July 1, 2012 students can receive the Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). You will receive a notice if you are getting close to your limit.
- The Veterans Administration will be notified if a student receiving VA educational benefits drops or loses eligibility for benefits due to not making satisfactory academic progress.

Assessment Center

The MDTC Assessment Center provides proctored exams for MDTC students and external testers. MDTC strives to provide a quiet and calm testing environment for students to achieve maximum potential on exams. The Assessment Center is a secure, proctored facility. No persons are to be present in the Assessment Center without testing personnel present.

SCHEDULING

Students can schedule and register for a test through RegisterBlast (https://www2.registerblast.com/mid-del/Exam/List) on the Mid-Del Technology Center website. Instructors will notify students when they are eligible and ready to take their certification or competency test.

CHECK IN/TESTING PROCEDURES

Testers should arrive at their scheduled time and present their student badge at check-in. Phones, watches, ear buds, other electronic devices, and study materials (notes, cards, cheat sheets) are not permitted in the testing center. Lockers will be provided to securely store personal items during the exam. Ear muffs and ear plugs are available upon request.

If permitted by the exam, scratch paper, a writing utensil, and/or a calculator will be provided. All testing material must remain in the testing center. Failure to leave scratch paper or other testing materials in the testing area may result in test invalidation.

CHEATING POLICY

MDTC does not condone cheating. If a student is caught cheating on an exam through the Assessment Center they will be reported to their Instructor and the Director of Instruction for disciplinary action.

Student Success Center

The Student Success Center supports students in career development, employability training, and workforce readiness. The center provides guidance and resources to help students successfully transition from education into the workforce. Services include assistance with job search strategies, resume and cover letter development, interview preparation, professional communication, and the development of essential soft skills such as teamwork, time management, problem-solving, and professionalism.

Disability Statement

If any student has a documented disability and requires special accommodations it is the responsibility of the student to inform Student Services staff. The student must provide appropriate documentation such as:

- Previous IEP or 504
- Assessment results
- Psychological evaluations
- Any other professional documentation that displays the nature of the disability

MDTC will provide appropriate and reasonable accommodations to ensure equitable access to career and technical training. The special services department of Mid-Del Public Schools is committed to the goal of identifying and locating every single student with a disability who resides within the boundaries of the district, and who is not receiving Special Education services. If you have knowledge of any individual with a disability between the ages of 3 to 21 years, who may be in need of special education services please refer them or their parents to Special Services at 405-737-4461.

Withdrawal Procedures

OFFICIAL WITHDRAWAL

Students choosing to terminate their enrollment prior to program completion must take the following steps:

1. Meet with the Career Counselor who will initiate a Student Change of Status form. The form will indicate the student's last date of attendance and the date of withdrawal.
2. Return all school-owned books/ equipment/ unused supplies and pay any outstanding balances.

UNOFFICIAL WITHDRAWAL

Unofficial withdrawal is defined as: A student fails to attend or ceases to attend his/her program without making contact with the Career Counselor or completing the official withdrawal process.

Work Based Learning (WBL) Training

Some MDTC programs offer WBL Training for eligible students. WBL is an off-campus portion of the technical program designed to provide additional live work that will add to the student's occupational experience and is coordinated with industry employers. WBL is a privilege for students who qualify. It is not a required part of most training programs. Students must obtain approval from their instructor, meet with the Financial Aid Coordinator (if applicable), and must have all WBL forms completed and approved ***before*** reporting to the WBL work station.

WBL students are required to submit weekly time sheets and monthly performance reports to MDTC as verification of the work performed. Should a student fail to submit the required documentation within the expected time frame, MDTC reserves the right to remove a student from the WBL site and return them to the classroom environment.

Job Placement

Information regarding job openings is available to students through the help of their instructor. MDTC instructors work with local businesses to place students. MDTC also encourages students to take advantage of the many online employability resources. MDTC also assists students with employability skills, resume writing, job applications and interview skills.

Student Records

Permanent records, such as grades, attendance, work experience, and competencies are maintained by the school for 5 years.

TRANSCRIPT REQUESTS

Mid-Del Technology Center records may be requested online at www.middeltech.com.

MID-DEL TECH CENTER

PERMISSION TO ACCESS STUDENT RECORDS

Due to educational privacy laws, should an adult student request MDTC to release a copy of their records to a third party, a Records Release form (available in the Student Services office) and a copy of their driver's license must be provided as verification of their identity. This form gives permission for a parent or other designated individual(s) to access the student's attendance records, grades, or financial records. The designated individual may not conference with the teacher on behalf of the student without the student's request and attendance.

CAMPUS SECURITY & STUDENT RIGHT TO KNOW

Plan of Operation

Mid-Del Technology Center, in compliance with Public Law 101-542, otherwise known as The Student Right-to-Know and Campus Security Act, will make available to current and prospective students information described within Public Law 101-542. MDCT will prepare, publish and distribute this information annually to all current students and employees, and to any prospective applicant for enrollment or employment upon request, prior to the prospective applicant's enrolling or entering into any financial obligation. MDTC will conduct biannual review of the procedures and statistics to determine effectiveness and availability of up-to-date information.

Provisions

- Previous academic year completion and graduation rates of certificate seeking, full-time students;
- Previous academic year rate at which individuals who complete a program at MDTC pass applicable licensure or certification examinations required for employment in a particular professional skill;
- Previous academic year rate at which individuals who complete or graduate from an occupationally specific program, and who enter the labor market following completion of such a program, obtain employment in the occupation for which they are trained.
- Current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus —
    - Notify Appropriate administration:
        Director of Instruction at 405-739-1707
        Any administrator
    - In event of serious injury, an ambulance will be called unless the victim, in a rational state, requests to be transported by private car to a hospital. Any faculty member of MDTC is authorized to call an ambulance.
    - In case of accidental or criminal activities call:

Midwest City Police	405-739-1306
SSM Health St. Anthony Hospital – Midwest City	405-610-4411
Midwest City Fire Department	405-739-1340
Midwest City Ambulance	405-733-1414
Dial 911 for any emergency	

- Current policies concerning security and access to campus facilities and security consideration used in the maintenance of facilities:
    - Evacuation Route/Procedure - Every room has a fire evacuation route and tornado procedure posted. Instructors discuss evacuation procedures with each class.
    - Fire and Disaster Crisis Plan - Fire and disaster evacuation will be indicated by a loud beeping, verbal directions, and visual light alerts.
    - School Closures - When weather conditions make driving unsafe, school administration will make the decision regarding the operation or closing of Mid-Del Technology Center. A calling network will take effect if the decision to close is made. When conditions such as power line failure, water main break, etc., create an environment which may be unsafe or constitute a health hazard, the same procedures indicated above will be used.

- A security guard/ maintenance person is on duty daily to secure the facilities during school hours. All security personnel have ready access to local city police authorities. Local police authorities regularly patrol the campus area at different times during the day and night.

- Description of programs, designed to inform students and employees about prevention of crimes.
  - Staff development designed to inform students and employees about the prevention of crimes.
  - Student orientation at the beginning of the school year will address campus policies and procedures concerning crime prevention and safety on campus. A visiting law enforcement official will conduct a program to students concerning crime prevention and safety on campus.
- Statistics of criminal offenses reported to campus security authorities or local police agencies during the most recent school year and during the two preceding school years for which dates are available, are as follows:

Murder	None	2024-2026
Sex Offense- Forcible	None	2024-2026
Non-Forcible	None	2024-2026
Robbery	None	2024-2026
Aggravated Assault	1	2024-2026
Burglary	None	2024-2026
Motor Vehicle Theft	None	2024-2026

- Off-campus student organizations are not recognized by MDTC and no need exists to monitor such organizations.
- Statistics concerning the number of arrests for the following crimes occurring on campus:

Liquor law violations	None	2024-2026
Drug abuse violations	None	2024-2026
Weapon possessions	None	2024-2026

CAMPUS CRIME STATISTICS
Students may review a report of campus crime at MDTC for the past three calendar years at the following U.S. Department of Education website: http://ope.ed.gov/security.

Constitution Day/Citizenship Day

In 2004, Senator Robert Byrd (D-WV), inserted language into the Consolidated Appropriations Act of 2005, requiring an annual educational program related to the United States Constitution beginning on September 17, 2005. September 17th is the date which commemorates the 1787 signing of the Constitution. However, during the years when September 17th occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week according to Federal Register Volume 70 No. 99.

Copyright Policies

Mid-Del Technology Center requires that all students and employees adhere to current copyright laws and congressional guidelines to avoid plagiarism (using another person's ideas or concrete work without giving credit to that person). The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.

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 $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines up to $250,000 per offense. For more information, please visit the website of the U.S. Copyright Office at www.copyright.gov

Drug Free School & Workplace

It is the policy of Mid-Del Public Schools that all students and employees of the district be aware of the district's program to maintain a drug-free environment.

The purpose of MDPS's Drug and Alcohol Abuse policy is to provide a clear message to students, parents, and the citizens of this community that possession, use, distribution, sale or being illegally under the influence of alcoholic beverages, beer, non-narcotic intoxicants or items presented as prohibited beverages, drugs, or controlled dangerous substances will not be tolerated on school buses, in school buildings, on school property, or at or going to or from school-sponsored or authorized events. (Policy: J-16)

In the event of a drug/alcohol policy violation, the disciplinary procedures found in MDPS policy J-16 will be followed for secondary students.

Drugs/Alcohol/THC Vapes

Level 1: Intentional Single Use Possession & Illegally Under the Influence *single joint, single bag of weed, etc.	**Level 2: Intent to Distribute** *Possible elements: Baggies packaged for possible redistribution, large bag of weed, digital scales, possession of unreasonable amounts of money with a large sum of drugs, etc.
1st Offense: 45 Day Suspension *Reduction option: If the student completes the district required drug and alcohol educational program, the suspension can be reduced to 15 days.	**1st Offense: 365 Day Suspension**
2nd Offense: 45 Day Suspension *No reduction offered, but additional resources provided with alternative educational plan.	**2nd Offense: Virtual/Alternative Educational Plan**
3rd Offense or more: Remainder of the current semester plus following semester suspension	

Non THC Vapes/Tobacco

1st Offense: 10 Day Suspension
2nd Offense: 15 Day Suspension
3rd Offense: 45 Day Suspension
4th Offense: 90 Day Suspension

In the event of a drug/alcohol policy violation, the following disciplinary procedures will be followed for **post-secondary students**:

Drugs/Alcohol/THC Vapes
Possession or Illegally Under the Influence:
1st Offense: Removal from MDTC

Non THC Vapes/Tobacco
1st Offense: 3 day suspension (Absences due to suspension are considered unexcused absences)
2nd Offense: Removal from MDTC

A school Director or the Assistant Superintendent of MDTC's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or Superintendent's designee and it may be implemented for the student in question.

MDTC shall be designated as a drug free workplace and campus. Any location at which MDTC conducts school is included in this policy, as are all school-related activities both on and off campus. Students are hereby notified that the possession, use or distribution of illicit drugs, counterfeit drugs, prescription drugs, and/or alcohol shall be considered a safety violation to all concerned as well as a health risk for the user. Applicable sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and/or alcohol will be enforced. Sanctions imposed by MDTC will be consistent with local, state, and federal laws and will be in addition to legal prosecution.

In instances of reasonable suspicion, MDTC may perform rapid eye tests and drug tests. Flag behaviors for determination of reasonable suspicion might be odor, abnormal behavior, sleepiness, listlessness, and lack of concentration or attendance problems.

Students are not allowed to possess medical marijuana or marijuana-related products during the school day, on school grounds, in school vehicles or buses, or at school-related activities. The district reserves the right to discipline students who fail to adhere to Oklahoma law and/or the requirements of district policy. Such disciplinary action will be addressed in accordance with the student discipline code. (Policy: J-42)

Various state and federal laws impose severe penalties for the use, possession or sale of controlled substances. The Federal Controlled Substance Act, 21 United States Code Annotated and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substance Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provide state sanctions.

Chemical dependence is a progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo without impunity. Any student in this school district who believes he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available for the district's plan of operation, please refer to the school counselor/ career advisor.

Legal References:
O.S. 70-1210-221 et seq.
Public Law 101-226

PLAN OF OPERATION

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

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

1. The Position Statement
2. Provisions and information associated with unlawful alcohol, drug, and controlled substance abuse, describing:
    - The legal sanctions
    - The disciplinary sanctions by MDTC
    - The health risks
    - Available counseling and treatment programs
    - Employee responsibilities for reporting criminal drug conviction.

MDTC will conduct a biennial review of the program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently and fairly enforced and will submit all required reports, certifications, and copies of its Anti-Drug program to the specified and appropriate entities.

POSITION

MDTC exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through vocational-technical training and other self-improvement aspects of the curriculum. Therefore, philosophically, all negative behaviors would have to be discouraged. However, in the case of the unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol, or other controlled substances, Mid-Del Technology Center as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on district property, including grounds, buildings, parking lots, and vehicles; or while participating in district activities or business while off campus.

LEGAL SANCTIONS

Employees are required as a condition of employment and by Public Law 100-690, to report to their supervisor any criminal convictions for drug-related actions. The district must notify federal funding sources within ten (10) days after receiving notice or otherwise receiving actual notice of such a conviction.

Various state and federal laws impose severe penalties for the use, possession or sale of controlled substances. The Federal Controlled Substance Act Title 21, the United States Controlled Substance Act §848 and the Comprehensive Drug Abuse and Control Act of 1970 impose federal sanctions. The Uniform Controlled Dangerous Substances Act and Oklahoma Statutes, Title 63, § 2-101, among others, impose state sanctions.

Local, state and federal laws provide for a variety of sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

PROVISIONS

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

- MDTC retains control over all district property, including buildings, grounds, parking lots, and vehicles. Lockers/ desks or any other property assigned to a student/ employee will be on a joint control basis, with the right to inspect at any time retained by MDTC.
- Students/ employees who are under the influence of drugs, alcohol, or other controlled substances (excluding medication prescribed by a doctor for their treatment) while on district property or involved with district activities will be in violation of MDTC's Drug-Free School and Workplace Policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
- The unlawful possession, use, manufacture, or distribution of illicit drugs, alcohol, or controlled substances is prohibited by state and federal criminal law that contains the appropriate law enforcement authorities, including the Oklahoma County Sheriff's department.
- Violation of MDTC's Drug Free School and Workplace policy by adult students will result in notification of the appropriate law enforcement authorities.
- Disciplinary actions by MDTC will be administered fairly in compliance with state and federal statutes, and in compliance with MDTC's commitment to non-discrimination, as established in the non-discrimination policy. Disciplinary actions may include any or all of the following:
    - Suspension (in the case of employees, without pay)
    - Probation, pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/ employee's expense
    - Expulsion for students
    - Termination for employees
    - Referral for prosecution
- Employees of MDTC are required as a condition of employment and by Public Law 100-690 to report to their supervisor, any criminal convictions for drug-related actions.
    - Any employee convicted of violating a criminal drug statute in this workplace must inform the school of such conviction (including pleas of guilty and nolo contendere) within 5 days of the conviction occurring. Failure to inform the school subjects the employee to disciplinary action up to and including termination for the first offense.
    - MDTC must notify federal funding sources within 10 days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
    - The school reserves the right to offer employees convicted of violating a criminal statute in the workplace participation in an approved rehabilitation or drug abuse assistance program. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

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

Oklahoma City Reach-Out	405-271-2444
Teen-line (Noon – Midnight)	405-271-TEEN
Mental Health & Substance Abuse Reach-Out	800-522-9054

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

HEALTH RISKS

The illegal use of controlled substances has a substantial and detrimental effect on the health and general welfare of the American people. Thousands die each year from drug-related accidents or health problems. With most drugs, it is probable that users will develop psychological and physical dependence. The health risks associated with the unlawful use of controlled substances depend on the combination used and the individual using them. The following are general categories of drugs and their effects.

- *Alcohol*: Short term effects include behavior changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.
- *Amphetamines/Stimulants (speed, uppers, crank caffeine, etc.):* Amphetamines speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, and death due to stroke or heart failure.
- *Anabolic Steroids*: Steroids affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.
- *Barbiturates/Depressants (downers, Quaaludes, valium, etc.):* Depressants slow down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, and distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- *Cocaine/Crack:* Cocaine stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.
- *Hallucinogens (PCP, LSD, etc.):* Hallucinogens interrupt the functions of the part of the brain which controls the intellect and instinct. Such use may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- *Inhalants (aerosol sprays, glue solvents, etc.):* The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Long-term use may result in hepatitis or brain damage. High concentration of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

- *Cannabis (marijuana, hashish, hash, etc.):* Cannabis impairs short-term memory, comprehension, concentration, coordination, motivation and may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked, deeply inhaled, and "held" in the lungs for a long period, enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.
- *Narcotics (smack, horse, Demerol, Percodan, etc.):* Narcotics initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in HIV.
- *Tobacco/nicotine*: Tobacco causes some 170,000 people in the United States to die each year from smoking related coronary heart disease. Thirty percent of the 130,000 cancer deaths each year are linked to smoking, lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

LEGAL ASPECTS

The standards of conduct expected by Mid-Del Technology Center which deal with possession/ distribution of controlled dangerous substances, alcoholic and non-intoxicating beverages, not only have serious consequences related to school enrollment, but also are criminal offenses as defined by the State of Oklahoma and the Federal Government.

The following is a summary of the laws affecting illegal actions in these areas:

- DRUGS**:** Oklahoma Criminal Laws, Title 63, state the offenses of unlawful delivery or possession of a narcotic, illegal drug, or controlled drug are punishable as felonies. Oklahoma law punishes the possession, distribution or manufacture of drug paraphernalia as a misdemeanor. Adults who distribute drugs or alcohol to minors are punished as felons. Federal laws punish the distribution of drugs on or around school grounds by doubling the normal punishment.
- ALCOHOL**:** Oklahoma Criminal Laws, Title 37, defines and punishes drinking and being drunk in public places as a misdemeanor. Oklahoma laws punish the distribution of alcohol to a minor as a misdemeanor.

COUNSELING, TREATMENT, AND REHABILITATION

Although Mid-Del Technology Center does not provide drug counseling, treatment, or rehabilitation programs on campus, a counselor will assist students with the location of local agencies that can be of assistance in this area. Students who recognize that they have a problem are encouraged to make contact with these agencies or ask for assistance to do so from a counselor, instructor, or administrator. A few of the agencies that might be contacted are included but are not limited to:

Southwest Prevention Center	405-325-1454
Area Prevention Resource Center	405-522-3810
Eagle Ridge Institute	405-840-1359
Mid-Del Youth and Family Center	405-733-5437
INTEGRIS Mental Health Center	405-427-2441
NorthCare	405-858-2700
Gateway to Prevention and Recovery	405-273-1170

The Recovery Center	405-525-2525
St Anthony Hospital – OKC	405-272-7000
Red Rock Behavioral Health Services	405-424-7711
Call Sam (Student Assistance by Mercy)	855-CALL-SAM

Hotlines

Teen-Line	800-852-8336
Reach Out	800-522-9054
Alcoholics Anonymous	405-842-1200
Al-Anon	405-767-9071
Cocaine Anonymous	405-500-0701
24/7 Drug Addiction Help	800-662-4357
Suicide Hotline	988

Disaster Relief

American Red Cross – Central Oklahoma	405-228-9500
Oklahoma County Emergency Management	405-713-1360
Salvation Army - Central Oklahoma	405-246-1100

Crisis Intervention

Heartline	211
Oklahoma County Crisis Intervention	405-945-6215
Women's Service and Family Resource Center	405-222-1818
YWCA Women's Shelter	405-948-1770

Abuse: Drugs and Alcohol

Okla. Dept. of Mental Health & Substance Abuse	800-522-9054
Mid-Del Youth and Family	405-733-5437
Statewide Substance Abuse Hotline	800-522-9054

Abuse: Child and Adult Care

Okla. Dept. of Mental Health	800-522-9054
Mid-Del Youth and Family	405-733-5437

Counseling Services

Calm Waters for Children and Families	405-841-4800
Mid-Del Youth and Family	405-733-5437

Food Banks

Mid-Del Food Pantry	405-732-3603
Mission Mid-Del	405-737-2010
St. Phillip Neri	405-737-4476
First Southern Baptist Church	405-732-1300
Saint Luke Baptist Food Pantry	405-769-5123

GRIEVANCE DEFINITIONS FOR TITLE IX OF THE EDUCATION AMENDMENTS OF 1971, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Definitions

Federal Laws and Regulations: has reference to Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of the Educational Amendments of 1972 and others.

- *Grievance*: a complaint alleging any policy, procedure, or practice which would be prohibited by the above federal laws and regulations.
- *Grievant*: a student or employee of Mid-Del Technology Center who submits a grievance relevant to "I" above or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
- *Mid-Del Technology Center*: any reference to Mid-Del Technology Center means any school, department, sub-unit or program operated by MDTC.
- *Grievance Coordinator*: the employee designated to coordinate Mid-Del Technology Center's efforts to comply with and carry out its responsibilities under Federal laws and regulations.
- *Grievance Representative*: the employee designated by Mid-Del Technology Center or by the grievance coordinator as a person with whom grievances may be filed. The grievance representative may be delegated tasks by the grievance coordinator.
- *Respondent*: a person alleged to be responsible for violation alleged in a grievance. The term may be used to designate a person with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- *Hearing Officer*: the representative(s) of Mid-Del Technology Center or of its governing body who is delegated authority for hearing/ resolving a grievance at a specified level of grievance processing.
- *Grievance Answer*: the written statement of the respondent regarding the grievance allegation and possible corrective action.
- *Grievance Decision*: the written statement of a hearing officer of his/her findings regarding the validity of the allegations and the corrective action to be taken.
- *Day*: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and holidays.
- *Corrective Actions*: the action which is taken by Mid-Del Technology Center to eliminate or modify any policy, procedure, or practice found to be in violation of federal laws and regulations or to provide redress to any grievant injured by the identified violation.

GRIEVANCE FOR ALLEGED DISCRIMINATION COMPLAINT

Prior to filing a written complaint, we encourage you to visit with your instructor or MDTC's Administrators to resolve the problem or complaint. See below for filing a complaint providing the problem or complaint is not resolved. You may contact our Compliance Officer at 405-737-4461.

The Mid-Del Public School District No. I-52 does not discriminate on the basis of race, color, national origin, sex, gender, religion, veteran status, disability, handicap, age, marital status, or antisemitism in its programs and activities. It will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, access to facilities, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include

racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

When an open forum is created that allows non-curricular groups to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Pam Huston - Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: phuston@mid-del.net

Megan Tibbits - 504 Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: mtibbits@mid-del.net

Definitions

- *Compliance Officer*: An employee designated by the Superintendent to coordinate compliance efforts with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 and to investigate complaints. The Assistant Superintendent, of Teaching & Learning/Federal Programs is the designated Compliance Officer for Mid-Del Schools.
- *Complaint*: A written complaint alleging any policy, procedure, or practice of the District which discriminates on the basis of race, color, national origin, religion, sex, disability, veteran status or age.
- *Grievant*: A student or employee of the Midwest City-Del City School District or any other person who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, disability veteran status or age.
- *Respondent*: The person alleged to be responsible for the violation alleged in the 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.
- *Day*: Day means a working date; the calculation of days in processing the complaint shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures

- Prior to the filing of a written complaint, the Grievant is encouraged to visit with his/her immediate supervisor or an MDTC Administrator, and reasonable efforts should be made to resolve the problem or complaint.

- The following procedure is outlined as an Early Complaint Resolution (ECR) process which can be addressed when a parent/guardian feels that a conflict exists between their child and the school, school personnel or school policy and such conflict is based on feelings related to race, national origin, disability, age, or gender.
    - Step 1 -- Conference conducted between appropriate parties. Parent/Guardian/Teacher Conference. If Parent/Guardian/Teacher conference does not resolve the situation, then proceed to Parent/Guardian/MDTC Administrator Conference.
    - Step 2 -- Appeal is made to the Assistant Superintendent of MDTC. If the Assistant Superintendent deems that the situation warrants ECR, then the process will be instituted.
    - Step 3 -- A committee of three people consisting of an administrator, teacher, and independent party shall convene to hear the complaint. After hearing from the affected parties, the committee shall make a recommendation to the Assistant Superintendent of MDTC as to what the resolution should be in terms of staying or modifying decisions related to the situation. The Assistant Superintendent of MDTC will render a decision based on the committee recommendation, but in no way is the committee recommendation binding.

Note: For students identified as "disabled" under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, the Mid-Del District will follow state and federal laws and regulations.

Filing and Processing Discrimination Complaints

- If the Grievant desires to proceed with a complaint within thirty (30) days of an alleged violation, the Grievant shall submit a written complaint to the Compliance Officer. The complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the name of the person(s) responsible, and the requested action.
- Within ten (10) days of receiving the complaint, the Compliance Officer shall notify the Respondent of the complaint.
- Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer an answer which shall: 1. Confirm or deny facts; 2. Indicate acceptance or rejection of Grievant's requested action; and/or 3. Outline alternatives
- Within ten (10) days after receiving Respondent's answer, the Compliance Officer shall schedule a hearing with the Grievant and the Respondent.
- Within ten (10) days of the hearing, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Grievant and the Respondent.
- Within ten (10) days of receipt of the Compliance Officer's decision, if either the Grievant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a hearing before the Superintendent.
- Within ten (10) days of receiving a request for a hearing before the Superintendent, the Compliance Officer shall notify the Superintendent of the request and schedule a

hearing. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer received notification of the request for a hearing.

- Within ten (10) days of conducting the hearing, the Superintendent shall render a written decision on the complaint.
- Within ten (10) days of receipt of the Superintendent's decision, if either the Grievant or Respondent is not satisfied with the decision of the Superintendent, either may submit a written request to the Compliance Officer for a hearing before the Board.
- Within ten (10) days of receiving a request for a hearing before the Board, the Compliance Officer shall schedule a hearing conducted by the Board. Such hearing shall be conducted within thirty (30) days of the date on which the Compliance Officer receives notification of the request for a hearing.
- Within ten (10) days of conducting the hearing, the Board shall render a written decision on the complaint; the decision of the Board shall be final.

General Provisions

- Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed, until complaint is resolved, shall be no more than 180 days.
- Confidentiality of Records: All records, complaints, notes, documents, and statements made during or related to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any complaint shall be documented in an employee's personnel file; however, in the event official proceedings relating to such allegations are initiated by a party or the District, such records may become public in accordance with law. Information pertaining to complaints shall be maintained on file for three years after resolution of the complaint.
- Non-Retaliation Provision: No person filing a complaint nor anyone participating in the complaint process under this policy will be subjected to any form of reprisal, retaliation, intimidation, or harassment because he/she has utilized this complaint procedure in good faith or because he/she has in any way participated in any investigation or hearing involving or related to any complaint filed under this policy. The School District will discipline or take appropriate action against any employee, agent, or representative of the District who is determined to have engaged in such retaliatory behavior.

HARASSMENT

SEXUAL HARASSMENT

Sexual harassment is any type of unwelcome conduct directed toward a student or employee. This conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, and exerting pressure for sexual favors, and should be reported to a teacher, counselor, or administrator.

Sexual bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participating in gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to

commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by Mid-Del Public Schools.

Any sexually related activity is prohibited at school, in school vehicles, or at or going to or from school sponsored or authorized functions. Overt public displays of affection is not acceptable school behavior. The site administrator will have the responsibility for making judgments in this regard. (Policy: G-2)

BULLYING, HARASSMENT, & INTIMIDATION

Mid-Del Public Schools supports a positive school climate, conducive to teaching and learning that is free from threat, harassment, and all types of bullying. It is the policy of this school district to prohibit all bullying of any person at school. Prohibited conduct includes incidents of bullying instigated by the use of electronic communication specifically directed at students and/or school personnel.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause physical or emotional harm for the targeted individual or group. Such behavior is specifically prohibited.

Bullying, harassment, and intimidation instances are to be reported to a staff member and investigation procedures will be followed as laid out in district policy. (Policy: J-18)

HAZING

It is the policy of this School District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

Hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. Hazing also includes activity committed by a person affiliated with the organization that recklessly or intentionally endangers the mental or physical health of persons who are not affiliated with the organization.

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

For more information, please refer to district policy. (Policy: J-26)

Release of Student Information (FERPA Rights)

Any information concerning students that is covered by the Family Educational Rights and Privacy Act (FERPA) shall be released only according to this policy:

- DIRECTORY INFORMATION: This information routinely appears in student directories and may be freely released. This information will be treated as confidential only upon written request:
  - Name
  - Class designation
  - Extracurricular participation
  - Achievement awards or honors
  - Weight & height, if a member of an athletic team
  - Student's photograph
- CONFIDENTIAL INFORMATION: This is all other information contained in the student's educational record and can be released only upon the written consent of the owner of the privacy right, with the exceptions as defined in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which waive prior consent. Confidential information shall only be transferred to a third party on the condition that such party will not permit another party to have access to the information without written consent of the owner of the right. The owner of the right is the student's parent or, if the student is 18 or older or attending post-secondary school, the student is then an "eligible student."
- SCHOOL OFFICIAL: a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent of student participating in a school service program or serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her own task.

  An eligible student has the following FERPA rights:
  - To inspect and view the student's education records
  - To request amendment of education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights in a hearing if necessary.
  - To consent to disclosures of information in education records, except where consent is not required to authorize disclosure.
  - To file complaints with the U.S. Department of Education concerning alleged failure to comply with confidentiality requirements.
  - To obtain a copy of local adopted policy.
  - Notification methods shall be effective for parents and eligible students whose primary home language is other than English. Access to student records is provided pursuant to and in compliance with FERPA and the Oklahoma Records Act. In regards to FERPA go to https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Shop Safety Requirements

The Board of Education, administration and staff of Mid-Del are committed to providing a safe learning and working environment. The school is in compliance with all local, state, and federal regulations pertaining to the safety of the facilities, equipment, and materials.

Each student must pass a safety examination with 100% accuracy, and have a waiver of responsibility signed by a parent or guardian on file before using equipment or participating in any shop activities. When in the shop, it is expected that students are wearing the PPE appropriate to their trade or task.

VACCINATIONS

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

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COMPLAINT FORM (REQUEST FOR A REVIEW)

Person or organization completing request

Name: _____

Date of Birth: _____

Address: _____

School or Place of Employment: _____ Grade (if student): _____

Discrimination Based On: ___ Race ___ Color ___National Origin ___Age

___Disability ___Sex ___Veteran Status

Complaint Filed By: ___Student ___Employee ___Applicant ___Visitor

___Parent ___Other: _____

If the alleged violation is regarding an individual other than the person or organization listed above, please complete the following information. For example: a parent completed the above information regarding discrimination toward their child. The child's information should be listed below:
Name: _____ Date of Birth: _____

Relationship to Grievant: _____

Address: _____

Grade: _____ School or Place of Employment: _____

Date of Alleged Violation: _____

Describe the nature of the alleged violation, including specific facts relating to the complaint. List or attach reference to facts, documents, witnesses, or other proof of support for the claim.

_____

_____

_____

Signature of Person Requesting Review _____
Date: _____
The investigation will follow procedures outline in Board Policy: C-22

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ANNUAL NOTICE OF REQUIRED DISCLOSURE OF STUDENT CONSUMER INFORMATION

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
What: **Institutional Information (§668.43)** **When:** Upon Request **To:** Enrolled Students Prospective Students	• Cost of attending school ie: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Requirements for Return of Title IV, HEA Federal Pell Grant funds • Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation • Description of any special services and facilities for disabled students • Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them	MDTC Student Handbook Program Information College Navigator - National Center for Education Statistics
What: **Financial Assistance Information (§668.42)** **When:** Upon Request **To:** Enrolled Students Prospective Students	• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application 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 and frequency of financial aid disbursements; (5) books and supplies policy	MDTC Student Handbook www.middeltech.com MDTC Financial Aid Fact Sheet
What: **Family Education Rights and Privacy Act (FERPA) (§99.7)** **When:** Upon Request **To:** Enrolled Students Prospective Students Parents of Enrolled Students Under 18	• 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 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 • Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if schools or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent • Directory Information	MDTC Student Handbook Mid-Del Board of Education U.S. Department of Education/FERPA
What: **Completion/Graduation Rates and Transfer-Out Rates (§668.45)** **When:** Upon Request **To:** Enrolled Students Prospective Students	• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or competed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion • 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.	College Navigator - National Center for Education Statistics
What: **Drug & Alcohol Abuse & Prevention** **When:** Annually **To:** Enrolled Students Current Employees	• Information on preventing drug & alcohol abuse • Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities • A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol • A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees • A description of the health risks associated with the use of illicit drugs & alcohol • A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local,	MDTC Website | Consumer Information

	state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution	
What: **Campus Security Report (§669.46)** **When:** Annually by Oct. 1 **To:** Enrolled Students Current Employees **When:** Upon Request **To:** Prospective Students Prospective Employees	• Crime statistics for the three most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence the victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action • 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	Campus Crime & Security Report MDTC Student Handbook Campus Safety and Security

Additional Consumer Information	Where to Find
Voter Registration	www.middeltech.com, Register to Vote in Oklahoma
Internet Use Policy	MDTC Student Handbook
Absence & Make-up Work Policy	MDTC Website | Consumer Information
Drug and Alcohol Prevention Information	MDTC Website | Consumer Information
Penalties for Drug Law Violations	MDTC Website | Consumer Information
Student Body Diversity	College Navigator - National Center for Education Statistics
Vaccination Policy	MDTC Website | Consumer Information
Copyright Infringement	MDTC Website | Consumer Information
Net Price Calculator	MDTC Net Price Calculator
College Navigator Website	College Navigator - National Center for Education Statistics

Contact MDTC's Student Services Office for a paper copy of the Student Handbook.

CAMPUS CRIME STATISTICS

Students may review a report of campus crime at MDTC for the past three calendar years at the following U.S. Department of Education website: Campus Safety and Security.

MID-DEL TECH CENTER

NOTICE OF NON-DISCRIMINATION

The Mid-Del Public School District No. I-52 does not discriminate on the basis of race, color, national origin, sex, gender, religion, veteran status, disability, handicap, age, marital status, or antisemitism in its programs and activities. It will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, access to facilities, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

When an open forum is created that allows non-curricular groups to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Pam Huston
Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: phuston@mid-del.net

Megan Tibbits
504 Title IX Coordinator
Address: 7217 S.E. 15th Street
Midwest City, OK 73110
Phone: 405-737-4461
Email Address: mtibbits@mid-del.net

ADDENDUM A – MDTC STUDENT BEHAVIOR EXPECTATIONS

Expectations	Common Areas
Be Responsible	• Have ID Badge Visible • Remove trash and clean/report spills • Use furniture appropriately and return chairs to proper location
Be Respectful	• Be courteous to others • Keep phone/device speakers at courteous levels • Use appropriate language and voice levels • Leave areas clean and orderly
Be Engaged	• Return from breaks on time • Follow school rules • Smile and be friendly
Be Safe	• Respect and follow rules and routines • Manage yourself as a professional • Report suspicious/dangerous behavior

Expectations	Classroom
Be Responsible	• Be on time • Be prepared • Keep classroom clean • Complete tasks and assignments on time • Use phones/devices only as allowed
Be Respectful	• Raise hand to ask or respond to questions • Be mindful of tone of voice • Show a positive attitude • Use appropriate language • Respect classmates and instructors
Be Engaged	• Pay attention • Participate in discussions • Give assignments and tasks your best effort
Be Safe	• Follow all safety rules • Keep walkways clear • Notify instructor of safety hazards • Keep area clean • Refrain from horseplay • Respect personal space

Expectations	Lab/Shop
Be Responsible	• Be on time • Be prepared • Do housekeeping chores • Report safety issues and/or problems with equipment
Be Respectful	• Follow lab guidelines • Be a team player • Take care using and maintaining equipment • Help classmates
Be Engaged	• Pay attention • Stay on task • Follow shop/lab protocols • Ask questions if unsure
Be Safe	• Wear proper PPE/clothing and hair • Refrain from horseplay • Practice good ergonomics • Be a safety advocate • Use tools/equipment as intended

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Expectations	Restrooms
Be Responsible	• Use facilities appropriately • Report any facility/supply issues
Be Respectful	• Follow tobacco use and controlled substance policies • Be courteous and respect the privacy of others • Treat school property with respect
Be Engaged	• Respect class time - return to class as soon as possible
Be Safe	• Wash your hands • Use sanitary practices

Expectations	Parking Lot
Be Responsible	• Be patient • Drive the speed limit • Be cautious • Follow traffic laws and rules
Be Respectful	• Use respectful language • Keep music down • Be courteous to other drivers and pedestrians
Be Engaged	• Pay attention when driving - watch for pedestrians • Pay attention when walking • Stay off cell devices
Be Safe	• Use correct parking techniques • Pay attention to parking lot monitors • Wear seatbelts

Expectations	Technology (Devices)
Be Responsible	• Maintain and safeguard school and personal property • Use safe internet practices • Use phones/devices only as allowed
Be Respectful	• Use proper netiquette and follow all school policies related to technology • Respect other people's privacy and property
Be Engaged	• Use only class-specific websites and services • Use devices for their intended educational purposes
Be Safe	• Be mindful of content being assessed, sent, and received • Download and use approved content only • Follow safety procedures

Expectations	Off Campus Events
Be Responsible	• Follow handbook and other applicable rules • Be on time and accountable • Maintain contact with Instructor/school official
Be Respectful	• Follow facility rules • Maintain and utilize school property as intended • Represent your school as a professional
Be Engaged	• Be proactive • Keep a positive Attitude • Ask questions • Smile and be friendly
Be Safe	• Be aware of surroundings • Travel in pairs when on school functions • Keep Instructor/school official informed

ADDENDUM B – MDTC PRACTICAL NURSING HANDBOOK

SECTION I – MID-DEL TECHNOLOGY CENTER

Mission Statements
Scope of Programs
Compliance Statement
Progression to Higher Education Nursing Programs
Practical Nursing Program Approval and Accreditation

MID-DEL TECHNOLOGY CENTER
1621 MAPLE DRIVE
MIDWEST CITY, OK 73110

OUR MISSION

The mission of MDTC is to provide the Mid-Del Community with a skilled workforce through dynamic education, relevant training, and lasting support.

The mission of MDTC Practical Nursing is to provide an innovative and comprehensive student-focused curriculum to meet student learning outcomes through a variety of selected learning experiences, achieve program outcomes, and prepare graduates to serve as competent, licensed practical nurses.

OUR VISION

MDTC's Vision Statement: We are the economic development leader for businesses and individuals to positively impact our global community.

SCOPE OF PROGRAMS

The courses offered at MDTC are designed to reflect the current trends in industry needs and follow the patterns of up-to-date industry training. The curriculum is based on a foundation provided by the State Department of Career and Technology Education. Courses are presented in a manner that would allow an individual the opportunity to complete in 11 months.

STATEMENT OF NONDISCRIMINATION

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Phone: 405-737-4461
Email Address: mtibbits@mid-del.net

PROGRESSION TO HIGHER EDUCATION NURSING PROGRAMS

Practical Nursing graduates are encouraged to continue their nursing education at the college (ADN) and/or university (BSN) levels. Successful completion of nursing education programs at either and/or both of these levels qualify graduates to take the NCLEX-RN (registered nurse license exam). Several higher education nursing programs are in the Oklahoma City metro area, with each program having different admission criteria. Practical Nursing graduates from Mid-Del Technology Center may articulate to state colleges after meeting specific admission criteria. It is the student's responsibility to research, obtain, and complete higher education nursing program admission requirements from his/her school of interest.

PROGRAM APPROVAL AND ACCREDITATION

The Mid-Del Technology Center's Practical Nursing is approved by the Oklahoma Board of Nursing and accredited at the state level by the Oklahoma Department of Career and Technology Education. Addresses and phone numbers of the state approval and accrediting agencies are as follows:

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73016
Phone: 405-962-1800
Next survey visit: Fall 2030

Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue
Stillwater, Oklahoma 74074
Phone: (800) 522-5810 or (800) 377-2000

SECTION II – PRACTICAL NURSING PROGRAM

ROLE OF THE PRACTICAL NURSE

The licensed practical nurse is an integral part of the health care team. As advances have been made in the treatment of illness, many fields have become available to the licensed practice nurse. The following is taken from the Oklahoma Nursing Practice Act (2020), §567.3a.4.

> "Licensed practical nursing" means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:
>
> A. Contributing to the assessment of the health status of individuals and groups,
> B. Participating in the development and modification of the plan of care,
> C. Implementing the appropriate aspects of the plan of care,
> D. Delegating such tasks as may safely be performed by others, consistent with educational preparation & that do not conflict with the Oklahoma Nursing Practice Act,
> E. Providing safe and effective nursing care rendered directly or indirectly,
> F. Participating in the evaluation of responses to interventions,
> G. Teaching basic nursing skills and related principles,
> H. Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation, and
> I. Delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person.

PURPOSE OF PROGRAM

The purpose of the Practical Nursing program is to provide the student an opportunity to complete a nursing program at the Practical Nursing level. The graduate of the Practical Nursing program is granted a diploma and is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After successfully passing the NCLEX-PN, the graduate will be a Licensed Practical Nurse (LPN).

PROGRAM DESCRIPTION

The Practical Nursing Program at MDTC is an 11-month full time program for adult students. Students are admitted into the program annually in August and complete the program in June the following year. The program consists of 1,207 program hours. There are 256 prerequisite hours. The total number of hours at completion is 1,463. Prerequisite course requirements include Medical Terminology, Anatomy and Physiology, and current, unrestricted Certified Nursing Assistant (CNA) certification in Oklahoma. Classroom instruction is scheduled Monday through Friday, along with various clinical rotations that are scheduled throughout the fall and spring semesters. Clinical experiences include long-term care, acute medical/surgical, obstetrics, pediatrics, mental health, clinic, and preceptorship. A skills lab is provided to learn foundational nursing skills, medication administration, and intravenous therapy. Upon successful acquisition of skills, students are given opportunities to implement nursing skills in the clinical settings with supervision. Students are expected to attend class and clinical according to the attendance policies. Learning Activity Packets (LAPS) are provided online and by print. These packets provide guidance and supplement the instructional material. Grades must be maintained at the minimum expected level 80% in all courses, including clinical.

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PROGRAM OBJECTIVES

Upon completion of the Practical Nursing program the student shall be expected to:

1. Provide client-centered care based on established plans of care and problem solving skills/nursing process that promote health and positive client outcomes for clients of all ages and stages.
2. Maintain the dignity of each patient as an individual within a diverse society.
3. Utilize effective communication in establishing therapeutic relationships with clients and the interdisciplinary health care team observing client confidentiality and professional boundaries.
4. Utilize evidence based practice while implementing safe, quality nursing care and maintaining continued competence.
5. Demonstrate the ability to function as a member of the interdisciplinary team with regard for the roles and responsibilities of the LPN.
6. Perform nursing skills competently under the supervision of a registered nurse, a licensed physician, or dentist.
7. Utilize legal and ethical standards of the practice of nursing consistent with the *Oklahoma Nursing Practice Act*.
8. Demonstrate professional behaviors and accountability including self-evaluation that will promote lifelong learning and career skills.
9. Identify deviations from normal body structure and function.
10. Document accurately assessed findings and nursing interventions.
11. Implement nursing measures to promote and maintain normal functioning and structure of the human body.
12. Utilize information technology to provide and document client care and to promote safety standards in a variety of healthcare settings.
13. Involve the patient and family in planning and implementing patient care.
14. Utilize effective and appropriate teaching methods for patients and family members.
15. Pass the National Council Licensure Examination (NCLEX-PN).

THEORY AND CLINICAL SCHEDULES

Classroom schedule for theory: Monday – Friday
AM session: 8:00 am to 11:00 am PM session: 12:00 pm to 3:00 pm (6 hours of theory)

Clinical starts in September of each year and is usually on Mondays and Tuesdays from 6:30 am to 2:30 pm. Times/dates for clinical experiences vary. (8 hours of clinical)

MID-DEL TECH CENTER

PHILOSOPHY

We, the faculty, believe:

Society consists of diverse groups of individuals or communities of individuals who share common beliefs, values, and goals.

An **individual** in a democratic society should be given every opportunity to achieve full potential so that the individual can function effectively in society.

Nursing is the application of the nursing process to assist individuals to meet those health-related needs, which they cannot meet for themselves. Services performed are consistent with educational preparation.

Education is a continuous life-long process, which leads to the total development of an individual. Education prepares the individual to become a productive, creative, contributing member of society and the community. While schools and faculties design educational programs, each individual is ultimately responsible for his or her own learning.

Nursing Education is a program of study that prepares students to use the nursing process in meeting the physical, mental, social, cultural, and spiritual needs of individual clients in health care settings.

Practical Nursing is providing safe and effective, preventative, rehabilitative, and therapeutic care to people of all ages and cultures. Practical nurses use the nursing process within the scope of educational preparation, working under the direction and supervision of a registered nurse, a licensed physician, or a dentist. Other functions of Practical Nursing include teaching basic skills and principles to clients, families, or allied health personnel, delegating specific tasks, and communicating findings to other health care providers who are appropriately trained. It is believed adult students can be prepared to function effectively as practical nurses.

Practical Nursing Education is the process that actively involves adult students in becoming prepared to practice nursing safely and effectively at the entry-level required of a graduate practical nurse. Active student participation enables the student to successfully obtain licensure and a position in the health care industry, functioning under the legal and ethical guidelines of governing agencies. Student learning outcomes are achieved through classroom theory and selected client-centered experiences, as students actively engage in their learning process. Program outcomes are measured as a result of the achievement of standards set by the nursing education faculty. Encouragement of continued education, learning, and participation in professional organizations are essential for future professional growth.

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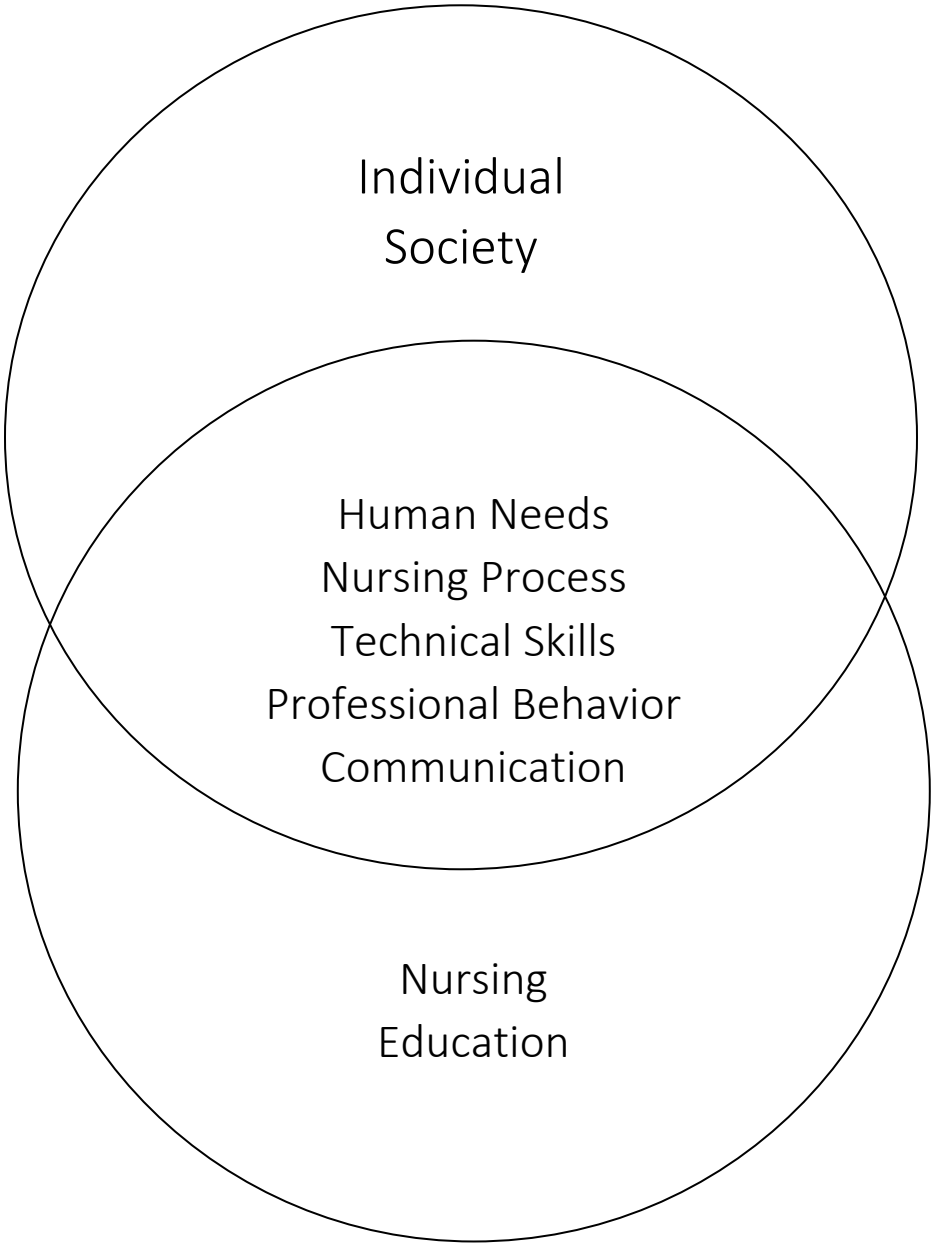
CONCEPTUAL FRAMEWORK



CONCEPTUAL FRAMEWORK

The faculty views the Practical Nursing program as an intertwining of two major spheres. The first sphere is that of the individual in society. The students are unique individuals who have been influenced by society and who bring this influence to the nursing program in the form of beliefs and behaviors. During the course of the Practical Nursing program, they must recognize their own individuality and that of others to provide effective care. This care will in turn have an impact on individuals and society.

The second sphere encompasses nursing and education. Nursing and education can each have a profound effect on the individual and society. In turn, individuals and society dictate the approaches of nursing and educational practices.

The overlapping areas and the unique way it is structured is Practical Nursing education as practiced in this program. Five components take the student from the simple principles and skills of the beginning of the program to the complex principles and skills needed by the entry-level licensed practical nurse. The five components are: human needs, the nursing process, technical skills, professional behavior, and communication.

Human needs present themselves in the physical, mental, social, cultural, and spiritual areas. An understanding of basic body structure and function and alterations during time of illness is essential in understanding patients' needs nurses deal with frequently. Needs may be influenced by the culture which surrounds the individual. Needs presented throughout the lifespan vary and must be recognized. Maslow's Hierarchy is incorporated to help students prioritize needs presented by patients.

The nursing process is a framework utilizing critical thinking for problem solving during the delivery of patient care. Collection of data that contributes to planning and implementing nursing measures and the evaluation of those measures, assist the practical nurse to prevent illness, restore health, and/or achieve maximum potential and/or comfort for patients.

Technical skills influence the outcome of nursing care. Beginning with the simple and progressing to the complex, all nursing interventions should be administered in the safest and most effective way possible.

Professional behavior affects the way the nurse interacts with the patient, other health care workers, and society in general. Appearances, words, and actions constitute professional behavior. Legal and ethical responsibilities are incorporated into this area. Participation in continuing education, as well as professional, and community endeavors are worthwhile evidence of professional behavior.

Communication in nursing is both verbal and non-verbal. The nurse communicates with the patient, families of patients, and other members of the health care team. Teaching and documentation are important areas of communication. Communication must be clear, complete and concise. It must be adapted to meet the needs of the individual.

CAREER OPPORTUNITIES

Many career opportunities are available for licensed practical nurses. The following list includes some options for Practical Nursing graduates who obtain licensure.

- Long-Term Care
- Hospitals
- Clinics
- Home Health Care
- Hospice
- Skilled/Rehabilitation

DESCRIPTIONS OF FACILITY AND EQUIPMENT

The Health Occupations Division area occupies approximately 10,800 square feet. The classrooms and laboratory are located at the Mid-Del Technology Center, 1621 Maple Drive, Midwest City, Oklahoma 73110.

The Practical Nursing Program consists of two classrooms, library resources in one of the classrooms, a computer lab, and a nursing skills lab. The Practical Nursing instructors have individual offices adjacent to a reception and administrative area. Storage areas are available for electronic media, skills lab and miscellaneous supplies. Restrooms are in the immediate area. All areas are handicapped accessible. A safe room is located within the Health Occupations Division area.

SECTION III – CURRICULUM STRUCTURE

MDTC Practical Nursing Program
Curriculum Plan
2026-2027

Courses		Theory Hours	Skills Lab Hours	Clinical Hours	Total Course Hours
Pre-requisites	Medical Terminology	45	0	0	45
	Anatomy & Physiology	120	0	0	120
	Long Term Certified Nursing Assistant	75	Included in theory hours	16	91
1. Introduction into Nursing		40	0	0	40
2. Fundamentals of Nursing		111	59	0	170
3. Clinical Nursing I		0	0	120	120
4. Pharmacology & IV Therapy Skills		45	30	0	75
5. Medical Surgical Nursing		190	0	0	190
6. Clinical Nursing II		0	0	168	168
7. Pediatric Nursing		40	0	0	40
8. Maternity – Newborn Nursing		40	0	0	40
9. Mental Health		40	0	0	40
11. Clinical Nursing III		0	0	240	240
12. Transition into Practice		24	0	0	24
13. Clinical Nursing IV		0	0	60	60
Total Program Hours (%)		**770 Hours (53%)**	**89 Hours (6.0%)**	**604 Hours (41%)**	**1,463 Hours (100%)**

(OBN Approved: 02-01-18, updated 10-6-22)

PRACTICAL NURSING PROGRAM

Pre-Requisite Course Hours and Requirements

Pre-Requisite Courses	Total Hours = 256	Requirements
1) Medical Terminology	45	Completion of this course is required for admission into the Practical Nursing program. Advanced standing credit will be given for the total amount of hours.
2) Anatomy & Physiology	120	Completion of this course is required for admission into the Practical Nursing program. Advanced standing credit will be given for the total amount of hours.
3) Long Term Certified Nursing Assistant (CNA Certification)	91	Completion of this course is required for admission into the Practical Nursing program. Advanced standing credit will be given for the total amount of hours. **CURRENT, UNRESTRICTED OKLAHOMA CNA CERTIFICATION IS REQUIRED.**

PN Curriculum Course Hours and Requirements

Course: Introduction into Nursing	Total Hours = 40	Curriculum Requirements				
		Theory	Skills Lab	Assignments	Exams	Clinical
1. Adult Learning	6	6		x	x	
2. Communication	6	6		x	x	
3. Professionalism	6	6		x	x	
4. Nursing Ethics and Law	6	6		x	x	
5. Wellness	6	6		x	x	
6. Holistic Care	5	5		x	x	
7. Health Care Delivery Systems	5	5		x	x	
Total Theory Hours	**40**	**40**	**NA**	**x**	**x**	**NA**

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Course: Fundamentals of Nursing	Total Hours=170	Curriculum Requirements				
		Theory	Skills Lab	Assignments	Exams	Clinical
1. Safety	6	6	-	x	x	
2. Asepsis	9	3	6	x	x	
3. Assessment Skills	15	9	6	x	x	
4. Documentation Skills	8	5	3	x	x	
5. Nursing Process	12	12	-	x	x	
6. Basic Nutrition	6	6	-	x	x	
7. Mobility	8	3	5	x	x	
8. Geriatric Care Skills	6	3	3	x	x	
9. Dying Patient	6	6	-	x	x	
10. Pain, Comfort, Sleep	6	6	-	x	x	
11. Heat and Cold Skills	3	2	1	x	x	
12. Wound Care Skills	12	6	6	x	x	
13. Admission/Transfer/Discharge	6	6	-	x	x	
14. Urinary Care Skills	18	9	9	x	x	
15. Respiratory Care Skills	17	8	9	x	x	
16. Digestive Care Skills	15	8	7	x	x	
17. Care of the Surgical Patient	6	6	-	x	x	
18. Phlebotomy/Therapeutic Proc	11	3	8	x	x	
(NESA Clinical Exam)	NA	NA	NA	NA	x	
Total Theory Hours	**170**	**107**	**63**	**x**	**x**	**x**

Course: Pharmacology and IV Therapy Skills	Total Hours = 75	Curriculum Requirements				
		Theory	Skills Lab	Assignments	Exams	Clinical
1. Calculating Medications	15	15	-	x	x	
2. Intro/Researching Medications	6	6	-	x	x	
3. Oral/Topical Medications	18	9	9	x	x	
4. Parenteral Medications	15	6	9	x	x	
5. IV Therapy and Skills	20	8	12	x	x	
6. ATI – Fundamentals	1	(1)			x	
Total Theory Hours	**75**	**45**	**30**	**x**	**x**	**x**

Course: Medical-Surgical Nursing	Total Hours = 190	Curriculum Requirements				
		Theory	Skill Lab	Assignments	Exams	Clinical
1. Integumentary Nursing	8	8		x	x	x
2. Musculoskeletal Nursing	14	14		x	x	x
3. Respiratory Nursing	18	18		x	x	x
4. Cardiac Nursing	18	18		x	x	x
5. Vascular Nursing	14	14		x	x	x
6. Hematology Nursing	10	10		x	x	x
7. Immune Nursing	12	12		x	x	x

Course: Medical-Surgical Nursing	Total Hours = 190	Curriculum Requirements			
		Theory	Assignments	Exams	Clinical
8. Oncology Nursing	9	9	x	x	x
9. Digestive Nursing	18	18	x	x	x
10. Endocrine Nursing	18	18	x	x	x
11. Reproductive Nursing	11	11	x	x	x
12. Urinary Nursing	15	15	x	x	x
13. Sensory Nursing	8	8	x	x	x
14. Neurology Nursing	15	15	x	x	x
15. ATI – Med/Surg Assessment	1	(1)		x	
16. ATI – Pharmacology Assessment	1	(1)		x	
Total Theory Hours	**190**	**190**	**x**	**x**	**x**

Course: Pediatric Nursing	Total Hours = 40	Curriculum Requirements			
		Theory	Assignments	Exams	Clinical
1. Growth and Development, Health Promotion	8	8	x	x	x
2. Respiratory/Cardiac Disorders	7	7	x	x	x
3. Musculoskeletal/Integumentary Disorders	5	5	x	x	x
4. Hematology/Metabolic Disorders	5	5	x	x	x
5. Neurosensory/Genitourinary Disorders	7	7	x	x	x
6. Gastrointestinal Disorders	4	4	x	x	x
7. Care of Hospitalized Ped Patient	3	3	x	x	x
8. ATI – Pediatrics Assessment	1	(1)		x	
Total Theory Hours	**40**	**40**	**x**	**x**	**x**

Course: Maternal/Newborn Nursing	Total Hours = 40	Curriculum Requirements			
		Theory	Assignments	Exams	Clinical
1. Antepartum Care	10	10	x	x	x
2. Intrapartum Care	10	10	x	x	x
3. Postpartum Care	10	10	x	x	x
4. Newborn Care	9	9	x	x	x
5. ATI – Maternal/Newborn Assessment	1	(1)		x	
Total Theory Hours	**40**	**40**	**x**	**x**	**x**

Course: Mental Health Nursing	Total Hours = 40	Curriculum Requirements			
		Theory	Assignments	Exams	Clinical
1. Intro to Mental Health	4	4	x	x	x
2. MH Assessment Skills and Care	4	4	x	x	x
3. Therapeutic Enviro/Comm/Relat	4	4	x	x	x
4. Psychopharmacology	4	4	x	x	x
5. MH Disorders I	8	8	x	x	x
6. Addiction, Abuse/Neglect	8	8	x	x	x
8. MH Disorders II	4	4	x	x	x
9. Impaired Cognition	4	4	x	x	x
10. ATI – Mental Health Assessment	1	(1)		x	
Total Theory Hours	**40**	**40**	**x**	**x**	**x**

Course: Transition to Practice	Total Hours = 24	Curriculum Requirements			
		Theory	Assignments	Exams	Clinical
1. Legal and Ethical Issues	24	24	x	x	x
2. Supervision and Quality Assurance					
3. Resume and Interviewing Skills					
4. Avoiding Reality Shock/Burn Out					
5. Becoming a Life-long Learner					
6. Getting Ready for NCLEX-PN					
7. ATI – Management, Tutorials, and Comprehensive Assessments					
Total Theory Hours	**24**	**24**	**x**	**x**	**x**

Clinical Courses	Hours
Clinical Nursing I	120
Clinical Nursing II	168
Clinical Nursing III	240
Clinical Nursing IV	60
Total Clinical Hours	588

Prerequisite Hours: 256 (Theory = 240; Clinical = 16)
Program Hours: 1,207 (Theory = 619, Clinical = 588)
Total Program Hours: 1,463 (Theory = 859; Clinical = 604)

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CURRICULUM COURSE DESCRIPTIONS

Course Names	Course Descriptions
Medical Terminology **(Pre-Requisite)**	Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.
Anatomy & Physiology (**Pre-Requisite**)	Anatomy and Physiology is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory, System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.
Long-Term Care Nursing Assistant (**Pre-Requisite)**	Completion of this course and Certified Nursing Assistant (CNA) certification are required for admission into the Practical Nursing program. Advanced standing credit will be given for the total amount of hours.
Introduction into Nursing	This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.
Fundamentals of Nursing	This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the Practical Nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.
Pharmacology and Intravenous Therapy	This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.
Medical Surgical Nursing	The Medical Surgical Nursing course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular; Hematology, Immune, Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology.

Course Names	Course Descriptions
Pediatric Nursing	Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.
Maternal/ Newborn Nursing	Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications.
Mental Health Nursing	This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders.
Transition to Practice	This course provides concepts related to the transition from student licensed practical nurse.

OVERVIEW OF COURSE OBJECTIVES

Course objectives reflect knowledge and skills competencies students should accomplish upon successful completion of the program. The objectives include the cognitive, psychomotor, and affective domains for both theory and clinical aspects of the program. The nursing process and critical thinking components are major elements in the development of objectives, courses, and course content.

1. Medical Terminology (Pre-Requisite)
   While this course is a pre-requisite, course objectives must be aligned with the Oklahoma Department of Career and Technology Education Practical Nursing State Curriculum. The following must be included in the course for advanced standing credit to be applied:
   The learner will demonstrate a basic understanding of medical terms for the following areas and body systems: Introduction to Medical Terms; Human Body Health and Diseases; Skeletal System; Muscular System; Cardiovascular System; Lymphatic and Immune Systems; Respiratory System; Digestive System; Urinary System; Nervous System; Sensory System; Integumentary System; Endocrine System; Reproductive System; and Diagnostic Procedures and Pharmacology. No lab is required. Competency will be measured by obtaining a minimum level grade of 80%, according to the identified criteria.

2. Anatomy and Physiology (Pre-Requisite)
   While this course is a pre-requisite, course objectives must be aligned with the Oklahoma Department of Career and Technology Education Practical Nursing State Curriculum. The following must be included in the course for advanced standing credit to be applied:
   The learner will demonstrate a basic understanding of the following body systems: Organization of the Body; Chemical Basis for Life; Cells, Tissues, and Membranes; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood; Cardiovascular System; Lymphatic and Immune Systems; Respiratory System; Digestive System; Urinary System; and Reproductive System. Competency will be measured by obtaining a minimum level grade of 80%, according to the identified criteria.

3. Long Term Care Nursing Assistant (Pre-Requisite)
   While this course is a pre-requisite, the following content must be included in the course for advanced standing credit to be applied:
   Course objectives required by the Oklahoma Department of Career and Technology Education are aligned with the Oklahoma State Department of Health. Completion of this course and Certified Nursing Assistant (CNA) certification in Oklahoma are required for admission into the Practical Nursing program.

4. Introduction to Nursing
   Upon completion of the objectives, the learner will have an understanding of basic nursing concepts of the following subjects:
   Learning; Communication; Teamwork; Human Development; Health Promotion; Professionalism; Nursing Ethics and Law; and, Health Care Systems. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80% according to the identified criteria.

5. Fundamentals of Nursing
   Upon completion of the objectives, the learner will demonstrate successful acquisition of the following foundational nursing skills:
   Safety, Wound Care Respiratory Care; Upper and Lower Digestive Care; Basic Nutrition; Urinary Care; Heat and Cold Application; Mobility; Plan of Care; Admission, Transfer, and Discharge; Documentation; Assessment; Therapeutic Procedures, Care of Surgical Patients; Grief and Loss; Care of the Dying Patient; Pain Management; Geriatric Care; and Phlebotomy. Competency will be measured by obtaining a minimum grade of 80% in theory and successful demonstration of each skill, according to the identified criteria.

6. Pharmacology and Intravenous Therapy
   Upon completion of the objectives, the learner will demonstrate successful acquisition of these foundational skills:
   Medication Administration and Intravenous Therapy. Competency will be measured by obtaining a minimum grade of 80% in theory and successful demonstration of each skill, according to the identified criteria. A 100% must be achieved on the dosage calculations test.

7. Medical Surgical Nursing
   Upon completion of the objectives, the learner will be able to recognize body structure and function, common disease processes, and demonstrate nursing care and support measures related to the following subjects:
   Integumentary Nursing; Musculoskeletal Nursing; Respiratory Nursing; Cardiac Nursing; Vascular Nursing; Hematology Nursing; Immune Nursing; Sensory Nursing; Neurology Nursing; Digestive Nursing; Endocrine Nursing; Urinary Nursing; Reproductive Nursing; and Oncology Nursing. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80%, according to the identified criteria.

8. Pediatric Nursing

   Upon completion of the objectives, the learner will be able to recognize body structure and function, common disease processes, and demonstrate nursing care and support measures related to the following subjects:

   Growth and Development; Health Promotion; Care of the Infant, Toddler, Preschooler, School Age, and Adolescent; and, Care of the Hospitalized Pediatric Patient. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80%, according to the identified criteria.

9. Maternal and Newborn Nursing

   Upon completion of the objectives, the learner will be able to recognize body structure and function, common disease processes, and demonstrates nursing care and support measures related to the following subjects:

   Antepartum Care; Intrapartum Care; Postpartum Care; and Newborn Care. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80%, according to the identified criteria.

10. Mental Health Nursing

    Upon completion of the objectives, the learner will be able to recognize body structure and function, common disease processes, and demonstrate nursing care and support measures related to the following subjects:

    Introduction to the Psychological Care Environment; Team Roles and Treatments; Therapeutic Communication; Psychopharmacology; Stress, Anxiety, and Coping; Addictive Disorders; Abuse and Neglect; Mental Health Disorders; Depression; and Impaired Cognition. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80%, according to the identified criteria.

11. Transition to Practice

    Upon completion of the objectives, the learner will have an understanding of the following in preparation for the NCLEX-PN and transitioning to the workplace:

    Legal and Ethical Issues; Supervision and Quality Assurance; Resume and Interviewing Skills; Avoiding Reality Shock and Burnout; Becoming a Life-long Learner; and Getting Ready for NCLEX-PN. Integration of a NCLEX-PN review text is included. Competency will be measured by obtaining a minimum grade of 80%, according to the identified criteria.

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INSTRUCTIONAL MATERIALS

Various instructional materials and aids, such as the Oklahoma Department of Career and Technology Education's state-wide Practical Nursing curriculum, Internet resources, professional nursing journals, etc., are used to supplement assignments. Required textbooks and computer applications/software are as follows:

Leifer, G. (2026). Intro to Maternity & Pediatric Nursing text and study guide (10th ed.). St. Louis, MO: Elsevier.

Linton, A. & Maebius, N. (2024). Introduction to Medical-Surgical Nursing text and study guide (8th ed.). St. Louis, MO: Elsevier.

Morris, D. (2022). Calculate with Confidence (8th ed.). St. Louis, MO: Elsevier

Morrison-Valfre, M. (2027). Foundations of Mental Health Care (9th ed.). St. Louis, MO: Mosby.

PN Comprehensive Assessment and Review Program [Computer Software]. (2026). Leawood, KS: Assessment Technologies Incorporated

Silvestri, L. (2025). Comprehensive Review for the NCLEX-PN Examination (9th ed.). St. Louis, MO: Elsevier.

Vallerand, A. & Sanoski, C (2025). Davis's Drug Guide for Nurses (19th ed.). Philadelphia, Pa: F.A. Davis.

Williams, P. (2026). Fundamental Concepts and Skills for Nursing text and study guide (7th ed.). St. Louis, MO: Elsevier.

SECTION IV – GENERAL PROGRAM INFORMATION

MID-DEL TECH CENTER

ADMISSIONS PROCESS

Requirements and items indicated below must be submitted by the application deadline of each year in order to be considered for acceptance into the program.

- Application for Admission
- High School Transcript or GED scores.
- Reference Letters (up to 3)
- Verification of successful completion in:
    - Medical Terminology
    - Anatomy and Physiology
    - Certification as a Certified Nursing Assistant (CNA)
- Pre-Entrance Exam scores (TABE, Accuplacer, or ACT scores)
- Oklahoma State Bureau of Investigations (OSBI) Background Check

APPLICATION REVIEW AND PROCESS

- Review of applications by the nursing faculty will begin after the application deadline.
- Application packets containing all required documents found in the checklist will be considered for acceptance. Packets turned in past the deadline will be considered only if space permits.
- All applications are evaluated using a points system and ranked according to a point value.
- Once applications have been reviewed, each potential candidate will be contacted for an interview with the PN Director and a PN Instructor. Any student that does not attend their scheduled interview will not receive points in this category on their application.
- All applicants will be notified by mail of their status (acceptance, alternate, or non-acceptance) by the end of June.
- Upon acceptance, students will be required to submit documentation of updated immunization records and CPR certification. Information will be included in the acceptance letter.

APPLICATION TIMELINE FOR 2026-2027

School Year	Application Deadline	Candidate Interviews	Applicants Notified of Status	Class Begins	Last Day of Class
August 2026 – June 2027	Friday, May 29, 2026	Dates will vary	End of June 2026	Wednesday, August 12th, 2026	Thursday, June 24, 2027

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EXPECTATIONS

Applicants to the Practical Nursing Program should be able to do the following:

1. Lift weight of up to 35% of recommended body weight independently.
2. Move around in patient care and work areas.
3. See well enough to observe client condition and behavior, prepare and administer medications; and read gauges and monitors.
4. Hear well enough to hear instructions, requests, monitoring alarms, and to auscultate internal body sound with a stethoscope.
5. Manipulate equipment and supplies and use palpation in patient assessment.
6. Speak, write, and comprehend the English language proficiently.
7. Read and comprehend textbooks, journals, and both written and electronic medical records.
8. Apply mathematical concepts such as fractions, decimals, and percentages in various patient-care situations.
9. Communicate in a professional manner, establish rapport with patients, use problem-solving skills, and function in stressful situations.
10. Adhere to the requirements of the clinical facility.

*Clinical sites may not allow students to attend clinical at their facility if students are unable to perform any of the above.

Students in the Practical Nursing program:

1. Are required to attend class/clinical Monday through Friday.
2. Must be up-to-date on immunizations and CPR certification.
3. Are required to adhere to clinical site policies.
4. Are required to maintain a satisfactory criminal background check and a negative urine drug screen throughout the duration of the program.
5. Should have transportation to and from clinical sites. Clinical experiences may occur anywhere in the OKC area. Travel is required.
6. Should exhibit a high level of dedication and commitment.

Applicants with History of Arrest/Conviction

A history of arrest/conviction will not necessarily prevent an applicant from being licensed as a practical nurse. However it must be reported to the Nursing Director and the Oklahoma Board of Nursing. Any applicant with a history of arrest/conviction will need to include this information on the application. If more information is needed, the director will contact the applicant.

Applicants with a criminal history may be denied the opportunity to take the Practical Nursing Licensure exam by the Oklahoma Board of Nursing. Applicants with a history of arrest/conviction may be instructed to complete an "Initial Determination of Eligibility for Licensure" through the Oklahoma Board of Nursing. The Board of Nursing will review the applicant's history and determine if the applicant is eligible to take the NCLEX upon graduation. The cost for this service is $95 and will be at the expense of the student. Applicants may choose to complete this service at any time during the application process by using the following link: https://nursing.ok.gov/initialdeterm.pdf

Please note that the clinical facilities utilized by MDTC do not allow students with a past felony conviction to participate in a clinical experience, regardless of the nature of the charge. Additionally, clinical agencies have the right to refuse entry to students with certain misdemeanor violations.

Drug Free School

It is the policy of Mid-Del Public Schools that all students and employees of the district be aware of the district's program to maintain a drug-free environment. Students who manufacture, distribute, dispense, possess, or use controlled substances, including anabolic steroids or alcohol, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension or expulsion. Students are subject to referral for prosecution under applicable laws.

A drug dog may be used on the campus at any time without prior notification to the students. The drug dog is an agent of the school district and provides school officials with reasonable suspicion to search a vehicle if a positive hit is made on a vehicle.

MISCELLANEOUS INFORMATION

Admission by Transfer for Advanced Standing Credit

Transferring from another Practical Nursing program is challenging due to the sequence and timing of courses and clinical. An applicant who wishes to transfer into the program at MDTC from another Practical Nursing program should first submit a transcript from the Practical Nursing program attended and a letter of good standing from that Nursing Director. Students may also be asked to submit additional information. In order to receive transfer credit, the student must have earned an 80% or higher in the completed courses.

The director will review the transcript and determine if the applicant is eligible to transfer as long as space is available. In order to qualify for advanced standing in nursing courses previously taken in another nursing program, the coursework must not be older than 2 years. Every request for transfer will be reviewed on an individual basis. There is no guarantee a request for transfer will be granted. If a student is awarded advanced standing credit, the student will be expected to show proficiency in areas where credit was received. This will be determined on an individual basis and may include comprehensive exams and/or skills exams.

Medic Veteran to Licensed Practical Nurse Bridge Course Guideline

The PN program recognizes the Oklahoma Board of Nursing (OBN) Medic Veteran to Licensed Practical Nurse Bridge Course Guidelines. Copies of the guidelines are available in the Practical Nursing office and published on the Oklahoma Board of Nursing web site at https://oklahoma.gov/nursing.html .

Readmission Policy

A student may be readmitted into the Practical Nursing program under the following conditions.

1. Space is available.
2. The student's account balance is current and in good standing with finance department.
3. The student had no record of disciplinary action at the time of withdrawal.
4. Placement of the student will be determined by the program director and/or administrators. Advanced placement cannot be guaranteed.
5. A student who is given leave of absence may reapply at the discretion of the program director. Advanced placement cannot be guaranteed.
6. A student who is either suspended or dismissed from the program is required to follow the appeal committee's decision on readmission.
7. The student is allowed one readmission.
8. Tuition and expenses will be the same as for students enrolled for the current year of re-entry.

Program Expenses/Financial Assistance

The total cost of the Practical Nursing program varies from year to year. This price includes tuition, books, and other items needed throughout the program. The PN expense sheet for 2026-2027 is located below.

Financial assistance is available for adult students through programs such as Pell Grant, OTAG, JTPA, Veterans Benefits, Otha Grimes, Vocational Rehabilitation, BIA, Tribal Agencies, Single Parent/Displaced Homemaker, and Physician's Manpower Training Commission. Oklahoma Workforce may provide financial assistance for those that don't qualify for any of the resources listed above. A limited number of scholarships may also be available during the course of the program.

To see if you qualify for financial aid, please visit www.fafsa.gov . Mid-Del Technology Center's Federal School ID: 031984

For questions or information regarding financial assistance, please contact Richard Thornton at 405-739-1707.

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Practical Nursing Program Itemized Student Expenses: 2026-2027

ITEM	FALL SEMESTER		SPRING SEMESTER		*PROGRAM EXPENSES
	Descriptions	Expenses	Descriptions	Expenses	
Tuition ($3.00/ Hour)	568 Hours	$1704.00	639 Hours	$1917.00	$3,621.00
Curriculum Resources	Textbooks; Online curriculum resources; ATI Comprehensive Assessments *(Items will be used fall/spring semesters)*	$2058.00	Textbook; NCLEX prep	$359.00	$2,417.00
Clinical Fees	National Background Check Drug Screen Clinical Portal	$54.00 $35.00 $80.00	*(Additional background and/or drug screens, if required.)*		$169.00
Program and Supply Fees	Skills lab supply kit Two sets uniforms; one lab coat Three uniform patches	$75.00 $125.00 $30.00	Graduation fee Nursing Licensure Exam Fee (NCLEX-PN)	$100.00 $200.00	$530.00
*PROGRAMEX PENSES	Fall Semester	$4,161.00	Spring Semester	$2,576.00	PROGRAM EXPENSES $6,737.00

ALL PRICES ARE SUBJECT TO CHANGE

In addition, students are responsible for purchasing the following items on their own:

Due by: August 2026

1) BLS-CPR certification
2) Required immunizations
3) White nursing shoes (soak-proof)
4) Watch with second hand

Due by: May 2027

5) Fingerprint background check for the OK Board of Nursing Licensure Application (appx $50)
6) Oklahoma Board of Nursing Licensure Application Fee (appx $85)

PAYMENT OF TUITION AND EXPENSES

All tuition, financial aid, and payment plan information for the Practical Nursing program follow the general MDTC policies found in the Student Services portion of this handbook. Please refer to it for further information.

PRACTICAL NURSING REFUND POLICY

All refund information for the Practical Nursing program follows the general MDTC policies found in the Student Services portion of this handbook. Please refer to it for further information.

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PROGRAM CALENDAR

The Practical Nursing Program calendar can be found below. School breaks and observance of federal and state holidays are reflected on the school's calendar for the year. Each student will receive a copy of the district calendar for the year. In the event of school closures, Practical Nursing will follow the general MDTC Inclement Weather Cancellation policy found in the General Information section of this handbook. Please refer to it for further information.

MID-DEL TECH CENTER
FULL-TIME PROGRAMS

FY27 LPN INSTRUCTIONAL CALENDAR

IMPORTANT DATES

- First Day of Classes - August 12th
- Last Day of Classes - June 24th
- Pinning Ceremony Day - June 24th
- PD/Work Days - No Students
- Vacation/Holiday - Campus Closed
- PN Clinical Days (8 hours)
- PN Theory Days (6 hours)

SEMESTER BREAKDOWN

1st Semester - 85 days

2nd Semester - 116 days

Revised 10/29/25

JULY 2026

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

GRADUATION

Requirements for graduation are as follows:

1. Academic and Clinical Requirements:
    A. Attain a minimum average of 80% in the total course grade and must have 80% or higher exam average.
    B. Attain an 80% average in each individual clinical component for each course.
    C. Successfully complete 60 hours of preceptorship.
    D. Successful completion of the ATI assessment exams, NCLEX Review assignments, and any required NCLEX preparatory remediation. Successful completion will be determined by the PN faculty and also based on the student's ATI and NCLEX Review exams. Unsuccessful completion will delay the student's program completion date until requirements are met.
2. NCLEX Registration
    A. Student must provide documentation that NCLEX registration has been completed prior to last day of school.
3. Payment of Fees:
    A. Pay for all tuition, supplies and graduation expenses.
    B. Return or pay for all books, magazines, equipment, and other articles checked out from school.
4. Personal and Professional Development:
    A. Display satisfactory competencies and professional behavior.
    B. Complete a portfolio.

Students are eligible to receive diplomas after all of the above requirements are met. Students meeting these requirements will be eligible to take the NCLEX-PN for licensure to become a licensed practical nurse.

PINNING CEREMONY

The pinning ceremony is scheduled at the end of June. Students who are eligible to graduate may participate in the pinning ceremony. Students with outstanding balances may not be allowed to participate in the Pinning Ceremony.

SECTION V – PROGRAM POLICIES & PROCEDURES

MDTC
MID-DEL TECH CENTER

ATTENDANCE GUIDELINES

The Practical Nursing program's format is designed for students to complete the program in 11 months. Therefore, attendance for both theory and clinical is critical to the student's performance and success in the program. Excessive tardies deprive the student of learning opportunities, interrupts other students and the instructor, jeopardizes patient care in the clinical area, and displays lack of professional responsibility. It is the responsibility of the student to know and to follow correct procedures regarding attendance for class and clinical as stated in the student handbook. Students are expected to be in class every day school is in session and are expected to take care of personal business on their own time. Employment obligations, doctor appointments, etc., should be scheduled at times that do not conflict with class or clinical attendance. To graduate and qualify for licensure, students must complete the 1,463 hour curriculum plan that has been approved by the Oklahoma Board of Nursing.

TIME CLOCK POLICY

Student attendance is monitored through the use of a time clock using electronic time cards.

1. One clock hour equals one hour of classroom or clinical attendance.
2. A time clock is located within the Practical Nursing classroom for clocking in and out.
3. Students are responsible for clocking in and out each day. Students who fail to clock in and out will not be given any credit for attendance and will receive an absence or tardy.
4. An Emergency Evacuation/Fire Drill Attendance Roster, that is located next to the time clock, must be signed when clocking in and out. This document will be used only in case of an emergency and does not serve as a substitute for clocking in and out.
5. Students **MAY NOT** clock in or out for any other student. Students who engage in this behavior will be subject to disciplinary action.
6. Scheduled 15-minute breaks will be given during the morning and afternoon sessions. Students do not need to clock in and out for these scheduled breaks.
7. Students must clock in and out for lunch, and for any other non-school related activity that requires leaving campus.

ATTENDANCE POLICY

1. Students that are late to class or clinical will receive a tardy.
2. Three tardies equal one absence.
3. Students that arrive after 9:30 am or leave before 2:30 pm will receive a half-day absence.
4. Adult students are allowed a maximum of nine (9) absences (excused or unexcused) per semester:
    a. **Fall Semester** (August – December): 9 Absences
    b. **Spring Semester** (January – May): 9 Absences
5. Note: Attendance requirements for the Summer session differ from the standard academic year. Please see "Summer Attendance Policy".
6. If a student is going to be absent, they are required to call the Practical Nursing secretary on the day of the absence. Calls should be made no later than 8:00 am for class days. The PN department has voicemail where a student can leave a message if they call outside of program hours. For additional information about clinical absences, refer to "Clinical Policies and Procedures" of this handbook.
7. It is the student's responsibility to keep track of his/her tardies and absences.
8. Accrued absences will affect Pell Grant disbursements.

MID-DEL TECH CENTER

SUMMER ATTENDANCE POLICY

Practical Nursing students attend class in the month of June. June is considered part of the Summer Semester and is the primary month for Clinical IV (preceptorships). Students are required to meet a certain number of hours during this month. Schedules will vary depending on the preceptor's schedule.

ILLNESS/INJURY

Students that have the following symptoms are asked to use an absence and stay home from class or clinical:

- Fever greater than 100.0 F
- Vomiting and/or diarrhea
- Uncontrollable cough
- Body aches and/or chills

Students should use professional judgment for any ailment that is considered contagious and use an absence when necessary.

1. Students are required to submit a doctor's note for any illness that requires more than two days of absences.
    a. If a student is absent for an illness on a day that an exam is scheduled, the student must bring a doctor's note regardless of how many days they are absent to avoid losing points on the exam.
2. Any injury sustained that affects the student's ability to perform at clinical requires a doctor's release.
3. Absences resulting from illness or injury are counted in with the student's total absences for the semester regardless of a doctor's note.

IN THE EVENT OF AN ABSENCE:

1. Students are responsible for contacting instructors to determine what assignments were given on the day of the absence.
2. Make-up assignments are allowed at the discretion of the instructor.
3. If absence occurs on a day that an assignment is due, the assignment must be submitted on day of return in order to receive full credit. See "Assignment Policy" for details concerning assignments that are submitted after due date.
4. Quizzes and/or tests scheduled on the day of the absence may be considered for rescheduling only if proper documentation is presented on the day of return and the student followed the guidelines for reporting their absence.
    a. If the student has received permission to make-up a quiz/test, the make-up quiz/test must occur on the day of return. The student is responsible for arranging the time for the make-up quiz/test.
    b. If the student is unable to present proper documentation to support the absence on the day of a quiz/test, ten percent will be deducted from the exam grade.
    c. Students will only be allowed to make-up an exam a maximum of two times while in the program. A grade of zero will be given on missed exams thereafter.
5. Attendance policies apply to clinical experience. Please see "Section VI: Clinical Policies and Procedures" for specific instructions regarding clinical attendance.

ATTENDANCE DISCIPLINARY ACTIONS:

1. If a student acquires 10 absences, they will be given the opportunity to schedule a meeting with an Attendance Appeal Committee if desired. See "Attendance Policy Appeals Process".
2. A Practical Nursing student who is absent three consecutive days and fails to notify the Practical Nursing office will be dropped from the Practical Nursing Program.
3. Students dismissed from the program due to violation of the attendance policy will receive an "Incomplete" on their transcript for the current courses they are in.

ATTENDANCE POLICY APPEALS PROCESS

- Adult students, including those receiving veteran benefits, may make a written appeal to determine if special circumstances warrant an exception to policy. The appeal form is available from the Director of Instruction and must be filed within 2 class days from the date the student was notified that they were in violation of the attendance policy. Adult students are encouraged to keep documentation of absences in the event the attendance policy is exceeded and an appeal must be filed. The appeal will be reviewed by a committee that may be comprised of (but not limited to) an Administrator, Financial Aid Coordinator, and one other staff member. Students will continue to attend classes until notified of the committee's decision. Any absences that occur after the appeal meeting, but before notification is able to be given will count towards any approved appeal stipulations.

  The student will be notified of the committee's decision in writing within 2 school days following the appeal meeting. If an exception is granted, the notification will include any conditions that must be met to continue enrollment in the program. If an exception is denied, the student will be dropped from the program immediately. A student that is denied an exception and wishes to reapply will follow the Re-Enrollment After A Dismissal policy.

  A student is allowed to file only one appeal per program.

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Extenuating Circumstances & Academic Consideration

The Practical Nursing program understands that unpredictable, significant life events can occur. An "Extenuating Circumstance" is defined as a documented, unforeseen event that prevents a student from attending class or clinical, particularly on a high-stakes day (such as an exam or clinical rotation).

When a circumstance is deemed "extenuating," it may allow a student to:

- Make up a missed exam or quiz without a point penalty.
- Avoid a "zero" for missed clinical or lab hours.
- Establish a documented record of excused absence. In the event a student exceeds the maximum of 9 absences per semester, these documented extenuating circumstances will serve as essential evidence for the Attendance Appeals Committee when determining if a student may remain in the program.

Examples of extenuating circumstances include, but are not limited to: emergency hospitalization, a death in the immediate family, acute illness of self or a child, or significant mechanical failure (e.g., a major vehicle accident).

Requirements & Process:

1. **Notification:** Students must notify PN faculty as soon as the emergency is known. For exams, notice should be given *prior* to the start of the test.
2. **Documentation:** Professional third-party documentation (e.g., a doctor's note, accident report, or obituary) is required to support the request.
3. **Review:** Each request is reviewed on an individual basis by the PN Director. The decision will be based on the validity of the documentation and the student's ability to successfully make up the missed curriculum without pausing the program's overall delivery.
4. **Frequency:** To maintain professional accountability, students are eligible for this consideration only once per academic year.

Note: This policy does not pause the curriculum. Students remain responsible for all missed content. If the circumstance requires an absence of more than 5 days, the student should instead refer to the Leave of Absence Policy.

LEAVE OF ABSENCE

Adult Practical Nursing students may request a leave of absence (LOA) for reasons including jury duty, military leave, medical leave, maternity leave, or death of an immediate family member. Please see the Attendance Policy & Procedures section for more information regarding taking a Leave of Absence.

Each request will be reviewed by PN faculty. Because of the number of clinical hours and course outline, requests for an extended Leave of Absence may not allow for the return of the student in the current school year. If a student requires an extensive Leave of Absence, the situation will be reviewed to determine if the student will be able to complete program requirements for the current school year. If the student will not be able to complete the requirements, the PN director will collaborate with the student to determine the appropriate course of action.

If a Leave of Absence is approved, the student will not receive program credit while on leave. If the student does not return to school at the end of the leave of absence, the student will be dismissed from the program. If the student is dismissed, the student could owe a repayment of financial aid funds.

ASSIGNMENT POLICY

Each module within a course will be presented in a Learning Activity Packet (LAP) format. A LAP is a packet that includes the subject title, learning objectives, references, a Learning Activity Page, and supplemental material. The Learning Activity Page contains steps for completing the LAP objectives.

Items on the Learning Activity Page are to be completed prior to testing. Due dates are at the discretion of the instructors. Late assignments will be graded as follows:

a. If an assignment is turned in after the due date/time but on the same day, then the assignment is eligible to receive a 90% maximum.
b. If an assignment is turned in 24 hours after the due date/time, then the assignment is eligible to receive an 80% maximum.
c. If an assignment is turned in 48 hours after the due date/time, then the assignment is eligible to receive a 50% maximum.
d. Any assignments turned in after 48 hours past the due date will receive a zero

*Students that consistently miss the assignment due dates are at risk for disciplinary action.

Students are responsible for contacting the instructor if he/she has any questions concerning instructions and/or assignments found within the LAP.

TEST POLICY

1. Tests will be administered online. Each student is required to use a school computer when taking an exam.
2. Students may only bring a pen or pencil when testing.
3. No bulky coats or hoodies are allowed while testing.
4. Cell phone/smart watch use is strictly prohibited while taking an exam. All cell phones/smart watches must be left in the classroom or in the designated area at the time of the exam. Use of cell phones/smart watches during an exam could be perceived as cheating. Any student that cheats on exams will be dismissed from the program.
5. If an exam requires the use of scratch paper, students will receive the paper from an instructor. Students must turn in any scratch paper to the instructor at the end of the exam.
6. If an exam requires the use of a calculator, students will be required to use a calculator provided by the program.
7. Instructors will monitor the students throughout the testing period.
8. Once testing has started, students will not be allowed to leave the testing area at any time. Any student that leaves during the testing period must submit their exam for grading. The completed portion will be graded and recorded.
9. Students will be allowed to review their exams once submitted. Students can ask for clarification about exam questions by writing their question on a piece of paper and handing it in to the instructor before leaving the testing area.
10. The instructors will review all exams and clarify any questions in a timely manner. Once instructors have had ample time to review the exam, final exam grades will be posted.
11. Test grades will be calculated according to the Grading Policy as stated in this handbook.
12. Quizzes/exams are scheduled at specific times. Late arrival to exams without a justifiable reason are subject to a 10% deduction in points. Those arriving late to the exam will be required to stay after school to take the exam.

REMEDIATION

If a student has not successfully passed a course exam with 80% or greater, a conference with the instructor will occur to determine the cause for the exam grade.

Students that consistently fail exams are subject to remediation assignments that are determined by the instructor. Remediation is individualized and is dependent upon each student's needs. Examples of remediation include: action plans, exam analysis, tutoring, additional assignments, quizzes, or other remediation activities deemed necessary.

Documentation of the student's progress will be retained in the student's file. Students that are unwilling to complete remediation as instructed will receive disciplinary action.

MID-DEL TECH CENTER

GRADING POLICY

Students have access to their grades online at all times. It is the responsibility of the student to keep track of their own grades. Student-faculty conferences will be held as needed to discuss academic progress.

Grades are calculated using weighted percentages (see below for breakdown of grade calculation). Each section below describes how grades in certain areas are calculated. Grades at the conclusion of a course are recorded on the final transcript.

A. Grading Scale:

Quality	Letter Grade	Percent Grade
Excellent	A	94-100
Good	B	87- 93
Average	C	80- 86
Poor	D	73- 79
Failure	F	0- 72
Advanced Standing	AS	

B. Theory:

1. Assignments/Quizzes (20%):

   Assignments and quizzes will account for 20% of a course grade in theory. Assignments and quizzes are at the discretion of the instructor. Instructors reserve the right to add assignments/quizzes as deemed necessary based on student need.

2. Exams (80%):

   Exams will account for 80% of a course grade in theory.

   A. An 80% score is the minimum required to demonstrate competency on an exam.
   B. Exams items may include or require students to recall information from previous LAPs.
   C. A student's exam average must be an 80% or higher at the end of a course in order to progress.

   A Dosage Calculation Test will be administered during the Pharmacology Course. Achieving a 100% on this exam will provide evidence that the student is competent in safely calculating medication doses.

   Students are required to calculate all dosage problems on the exam correctly. Students will be given three attempts to successfully complete the exam. The score attained on the exam will be dependent upon the number of attempts it takes for the student to accomplish this requirement.

- Students calculating all math problems on the 1st attempt will receive a 100% exam grade.
- Students calculating all math problems on the 2nd attempt will receive a 90% exam grade.
- Students calculating all math problems on the 3rd attempt will receive a 80% exam grade.

Students unable to successfully calculate all dosage problems within three attempts will be dismissed from the program.

SKILLS PERFORMANCE

Time in the skills lab is incorporated throughout the program to allow students the opportunity to learn various nursing skills. Under faculty assistance, students will practice and demonstrate competency of the skills.

Students must perform each skill safely and competently in the skills lab prior to performing the skill at a clinical site. Students unable to correctly demonstrate a skill will be required to begin the remediation process and repeat the skills demonstration.

- Students will demonstrate competency of skills by achieving standards set for each skill.
- Each skills performance will be recorded. The grade will not be calculated as part of the theory grade.
- All skills must be passed by the student in order to progress in the program.
- If a student does not meet the standard of the skill, he/she will fail the competency evaluation. The following steps will then occur.
    a) The student will begin the remediation process.
    b) The student will be given a date/time to repeat demonstration of the skill. Repeat demonstrations will be scheduled during lunch or outside of classroom hours.
    c) A different instructor will be used for each repeat demonstration.
    d) Students will be given three attempts to demonstrate competency with a skill. If a student is unable to demonstrate competency after three attempts, the student will be dismissed.

Upon successful completion of each skills performance, it is the responsibility of the student to have the instructor document the completion in the Clinical Skills Competency form (skills checklist). The student will be expected to take this form to all clinical experiences to verify that they are competent to perform the skill with instructor guidance and to gain additional experience with each skill.

PROGRESSION POLICY

In order for a student to progress from one course to the next course, he/she must obtain the following:

1. An 80% exam average in each course.
2. A minimum total course grade of 80%.
3. Pass all skills competencies
4. A minimum of 80% in each clinical course.

Students with unsatisfactory performance (below 80%) in either of the above-described areas will be dismissed from the program.

CHAIN OF COMMAND POLICY

In the event that a student has a question or concern regarding a theory or clinical course, it is very important for the student to follow the chain of command listed below:

1. Course or clinical instructor
2. Practical Nursing Director

Student will need to attempt to resolve any issues/concerns about theory or clinical with the instructor first. If a period of time has passed and the issue/concern has not been resolved, then the next person to contact is the PN director.

WITHDRAWAL PROCEDURES – VOLUNTARY

A student may voluntarily withdraw from the Practical Nursing program by taking the following steps:

1. Notify the Program Director in writing of desire to withdraw, including signature.
2. Pay any outstanding balance incurred during the program prior to withdrawal.
3. Return any school-owned books and equipment.
4. Provide a current address.

Please see the Refund Policy portion of the Student Services section for information regarding program withdrawals.

SECTION VI – CLINICAL POLICIES & PROCEDURES

MID-DEL TECHNOLOGY CENTER
DIVISION OF PRACTICAL NURSING
CURRICULUM PLAN

Clinical Courses	Hours Required
Long-Term Certified Nurse Assistant* (Pre-Requisite)	16 hours (Pre-Requisite)
Clinical Nursing I	120 hours (15 days, 8-hour shifts)
Clinical Nursing II	168 hours (21 days, 8-hour shifts)
Clinical Nursing III	240 hours (30 days, 8-hour shifts)
Clinical Nursing IV	60 hours (Shifts vary)
Total Clinical Hours	**604 Hours**

*The Long-Term Certified Nursing Assistant course is required for admission into the Practical Nursing Program. Advanced standing credit for 16 hours of clinical associated with this course is transcripted.

COURSE DESCRIPTIONS

The clinical portion of the Practical Nursing program consists of 588 hours, plus the 16 hours for advanced standing credit for the Long-Term Certified Nursing Assistant. Total clinical hours at program completion is 604 hours.

Course Names	Course Descriptions
Long Term Care (Pre-Requisite)	Completion of this course is required for admission into the Practical Nursing program. Advanced standing credit will be transcripted.
Clinical Nursing I	Clinical Nursing I is an introduction to the clinical setting. It provides an opportunity for the student to apply knowledge and skills acquired in theory to the holistic care of the patient. Care will be provided to patients across the lifespan with a focus on the geriatric. Supervised clinical experiences may be provided in long term care, acute care and extended care facilities. These experiences include mastery of basic nursing skills.
Clinical Nursing II and III	Clinical Nursing II focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in theory and clinical courses. Clinical rotations may include: long term care, community health, and acute care. The clinical experiences may include maternal-newborn, pediatric and mental health nursing.
Clinical Nursing IV	Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course assists the student to prepare to independently assume the role of the LPN in professional practice. A preceptor rotation assists in the completion of this transition.

Practical nursing students will have the opportunity to perform nursing skills in a variety of healthcare clinical settings. Various clinical settings may include geriatrics, medical-surgical, obstetrics/gynecology, pediatrics, mental health, and outpatient clinics. All efforts are made to choose clinical sites in the Mid-Del area, but travel may be required for some clinical sites.

Clinical objectives and assignments vary according to the clinical experience. While in the clinical area, the student will be supervised by a clinical instructor who is a faculty member, with assistance from the nursing staff. Students are expected to be prepared for pre-conference and take an active part in post-conference. In the clinical area, the student should act professionally and use initiative and self-direction in seeking out learning opportunities. Students should make the most of their clinical experience to gain greater understanding, knowledge, and experience in all areas of nursing.

Planned instruction and informal learning opportunities will be provided daily. The clinical instructor will evaluate the student's performance on a daily basis. A clinical grade will be given for each clinical area. An 80% minimum in each clinical course must be obtained to pass the course. Students who do not meet the minimum grade requirement will be dismissed from the program.

PROGRESSION POLICY

Prior to a clinical course assignment, the student must complete a specified amount of theory, as noted in the Clinical Progression Chart below:

Clinical Progression Chart	
Clinical Courses	Theory Coursework Required Prior to Clinical Assignments
Clinical Nursing I	Scheduled concurrently with the Fundamentals of Nursing theory course.
Clinical Nursing II (Includes Medication Administration)	Scheduled concurrently with the Medical/Surgical Nursing, Pediatric Nursing, Maternity/Newborn Nursing, and/or Mental Health theory courses.
Clinical Nursing III (Includes Medication Administration)	Scheduled concurrently with the Medical/Surgical Nursing, Pediatric Nursing, Maternity/Newborn Nursing, and/or Mental Health theory courses.
Clinical Nursing IV	Scheduled concurrently or after the Transition to Practice course.

CLINICAL REQUIREMENTS

Clinical sites require each student to provide documentation of current immunizations, CPR certification, background checks, and drug screens. Students that are unable to provide these records by the deadline will not be allowed to attend clinical until all requirements have been completed. The student will be counted absent for each day they are unable to attend clinical and will receive a zero for the day.

Below is the list of immunizations that clinical sites require before attending clinical. Each student receives this list in their acceptance letter.

- Two negative TB skin tests (PPD) or One negative blood test
    - Any student with a positive PPD must submit a current negative chest x-ray along with a release form from the Oklahoma Health Department
- Hepatitis B series (3 doses)
- MMR (2 doses) or a Positive titer
- Varicella (2 doses) or a Positive titer
- Current Tdap or Tdap booster
- Influenza (received later in the fall)

Other clinical requirements

- Current CPR certification in American Heart Association (AHA) Basic Life Support for Health Care Providers
- National Background check (dates to be announced)
- Drug screen (dates to be announced)
- NESA test (completed at school)
- HIPAA training (completed at school)
- Blood borne pathogens training (completed at school)

Mid-Del Technology Center and the clinical facilities abide by State and Federal laws regarding use of narcotics, etc. Federal law classifies medical marijuana as a Schedule I Controlled Substance. Therefore any PN student that is licensed to use medical marijuana and presents with a positive urine screen will not be allowed to attend clinical. Inability to complete required clinical hours will result in dismissal from program.

Students may be subjected to additional drug screens if they exhibit signs and symptoms of substance abuse (alcohol and/or drugs) while in the program. Additional drug screen costs will be at the student's expense.

**Please note that there have been reports from local law enforcement agencies about certain "CBD only" products that have caused a positive reading on a urine screen.*

Nursing Education and Service Administration (NESA) Test: Clinical facilities require all nursing students to take the NESA test prior to the first clinical rotation. An 85% minimum score is required for passing. The test may be retaken three times maximum. Students will be given time to take the NESA exam while on campus.

**Students must be able to adhere to clinical site policies and requirements in order to attend clinical.*

ORIENTATION

Clinical orientations will be scheduled and completed prior to students being assigned to a clinical facility. Practical nursing faculty will orient students to the Learning Activity Packet (LAP) for each clinical course. The LAPs include clinical objectives, assignments, evaluations, clinical guidelines, and expectations of the PN program.

GENERAL INFORMATION ABOUT CLINICAL

The Practical Nursing Director is responsible for clinical placement of students. The program director will notify the students of the clinical dates and times as soon as possible. During the clinical segment of the program, the student will be scheduled to complete eight hours per day, although the scheduled days of the week and start times may vary. Most clinical hours are 6:30 am to 2:30 pm, but there are clinical rotations that occur from 8:00 am to 4:00 pm. Every effort will be made to schedule the clinical practice in the Mid-Del area, but some clinical rotations will require travel. Students are asked for flexibility when it comes to clinical placement. Clinical opportunities may arise throughout the year that were not on the original schedule.

During Clinical IV (preceptorship), the student may be scheduled during day, night, and/or weekend hours. Preceptorship hours may be 12-hour or 8-hour shifts.

SIMULATION ACTIVITIES

The Oklahoma Board of Nursing allows certain nursing programs to substitute up to 30% of clinical hours with simulation activities. Simulation activities are incorporated throughout the curriculum starting in Clinical I. Simulation activities are created to allow students to develop their critical thinking skills in a safe environment. On-campus clinical will follow the same guidelines as a clinical site.

CLINICAL ATTENDANCE POLICY

Students are expected to arrive on time at the designated facility. Students must report to the clinical instructor for pre-conference at the designated place and time before the clinical day begins. Students are expected to attend post-clinical conference with the clinical instructor at the end of the clinical day.

During the clinical experience, students are required to keep instructors informed of their activities and location at all times. Students are required to notify the instructor before leaving the assigned unit for any reason.

Clinical attendance is critical to the performance of any student in the PN program. MDTC's attendance policy is modeled after the workplace where tardiness and absences are minimally tolerated. Students should avoid absences except in the case of emergency. Clinical absences/tardies are considered a part of the student's overall absences.

In the event that a tardy is unavoidable, please read the information below.

1. Tardies:
    A. Students that are going to be tardy to clinical must notify the instructor at least 15 minutes before the scheduled clinical rotation. Depending on the circumstance, points may be deducted from the daily clinical grade.
    B. Student that are deemed excessively late by the instructor will be considered a "No Call, No Show" and will receive a clinical absence along with a zero for the day.

    Students that are consistently late to clinical will be required to meet with the clinical instructor and the PN Director of disciplinary action.

In the event that an absence is unavoidable, please read the information below.

2. Absences:
    a. If a student knows that he/she is going to be absent, it is their responsibility to contact the clinical instructor at least 30 minutes before clinical is scheduled to begin.
    b. A limited number of absences are allowed in Clinical I, II, and III. The student will not be penalized as long as they have not exceeded the allowed absence(s) and contacted the clinical instructor as outlined.

        One clinical absence for Clinical I and two clinical absences for each Clinical II and III are allowed. Clinical IV must have 100% attendance to equal 60 hours in order to meet Board of Nursing requirements.

        Students may not use more than the allowed absences in a clinical course unless there is an extenuating circumstance that has been approved in advance by the PN Director. (See Program Policies for information regarding extenuating circumstances.)

        If a student has reached the maximum allowed absence(s) for a clinical course, any additional absences will result in a zero for the clinical day. If a student continues to accrue absences that exceed what's allowed, disciplinary action will ensue which could including making up missed clinical days.

    c. No Call/No Show (NCNS)
        Students that do not notify the instructor about being absent from a clinical will be considered a "No Call, No Show" (NCNS). Receiving a NCNS reflects poorly on a student's work ethic and professionalism. Many employers have little to no tolerance for NCNS. Students that receive a NCNS will receive a zero for the clinical day and will be required to meet with the clinical instructor and/or PN Director.

***Clinical absences/tardies are counted in with the students' overall attendance records. Adult students at MDTC are only allowed to miss 9 days per semester. It is the student's responsibility to keep track of their total number of absences.*

CLINICAL ASSIGNMENT POLICY

Daily clinical assignments will be given during each clinical rotation. The objectives and types of assignments vary according to the clinical course assigned and are specified in the clinical course's LAP.

In order for the student to progress from one clinical course to the next, a minimum of 80% must be attained in each clinical course or the student will be dismissed. Clinical course grades stand alone as individual course grades. Clinical grades are based on evaluations specific for each clinical rotation.

MID-DEL TECH CENTER

GRADING POLICY FOR CLINICAL ASSIGNMENTS

1. Students are expected to demonstrate responsibility in completing assignments thoroughly and submitting them in on time. Assignments are given for each clinical rotation and are to be completed no later than Noon on the due date. Completed assignments are to be placed in the designated receptacle where they will be date stamped and turned into the instructor.
    - Late assignments will be graded as follows:
        - If an assignment is turned in within 24 hours after the due date/time, then the assignment is eligible to receive an 80% maximum.
        - If an assignment is turned in 48 hours after the due date/time, then the assignment is eligible to receive a 50% maximum.
        - Any assignments turned in 72 hours or more past the due date will receive a zero.
    - Incomplete assignments will lose points as determined by the clinical rubric. Consistent submission of incomplete assignments may indicate a need for disciplinary action. Disciplinary action is at the discretion of the instructor.

Daily Grades

1. Grades are calculated for each clinical day and based off of clinical performance and daily assignments. Clinical evaluation scales are used to evaluate the students' achievement of clinical objectives. As the student progresses through the clinical courses, the level of expected competency increases and demonstrates more accurately the skills required of a licensed practical nurse.
    A. Maintaining at least an 80% average for every clinical day is important in the development of clinical competency. Any student that receives less than 80% on a daily clinical grade will require a conference with the instructor. At the discretion of the instructor, the remediation process may be assigned.

    A student may receive disciplinary action if he/she consistently receives less than an 80% on their daily clinical grade and/or demonstrates lack of progression as evidenced by the clinical evaluation scales.

2. The grading scale is the same as noted in the Grading Policy section of this handbook on page 93.

The following are areas related to clinical performance that will lead to dismissal from the program:

1. Receiving three zeroes that are accrued from lack of attendance, daily grades, and/or daily assignments, etc. in a clinical course.
2. Receiving a clinical course grade that is less than 80%.
3. Displaying certain clinical behaviors such as (but not limited to), working outside of scope of practice, unsafe medication practices, performing skills that haven't been completed in the skills lab, unprofessionalism, insubordination, other ethical situations deemed unsafe, etc.

- A complete list that pertain to student misconduct that can be found in the Dismissal section of this handbook.
- Any student that is dismissed from the program due to clinical behavior may follow the Grievance Process stated in this handbook.

***Students are responsible for knowing each clinical rotation's guidelines for assignments and requirements. Students are responsible for asking questions if clarification is needed.*

DRESS CODE/GROOMING IN THE CLINICAL AREA

Students must comply with dress codes deemed appropriate by the clinical facilities. If appearance and dress are inappropriate, the student will be notified by faculty and could be sent home with an unexcused absence and a daily grade of 0. Consistent disregard of these guidelines will result in disciplinary action.

The following guidelines are expected to be followed:

Hygiene: Students will ensure that their hygiene (personal and dental) is appropriate for the workplace. They must have a neat, clean, professional appearance. Gum-chewing should be saved for break times only. The student should not wear perfume or body spray. Males must be clean shaven or the beard and/or mustache must be neatly trimmed. Deodorant is required as part of personal hygiene. Cosmetics should promote a natural appearance. No extreme or bright colors will be permitted.

Hair: Hair must be off the collar, pulled away from the face, and out of the eyes. Hair must be situated to prevent it from getting into a sterile field or onto the patient's body. The hair must be secured with materials blending with the hair color. Hairstyles and hair colors must be conservative and professional. Extreme hairstyles and/or hair colors are not allowed.

Nails: Nails must be clean and of a length extending no more than 1/8 inch beyond the tips of the fingers. No nail polish (clear or colored) is allowed. Artificial nails, gel nail polish, or dip nail powder of any kind is not allowed.

Uniforms: Students must purchase appropriate uniform as designated by the Practical Nursing program. Uniforms must be washed and ironed when worn to clinical. Uniforms are not to be worn outside the clinical area. They must not be worn for other work or activities in the community. Appropriate undergarments must be worn under uniforms and include white or navy colored long-sleeved tees only. No patterned or brightly-colored undergarments. Males need to wear a T-shirt underneath their scrub top.

Lab Coats: Lab coats must be washed and ironed. Hoodies and/or sweaters are not allowed. Lab coats must have the school patch neatly sewn 2-inches below the shoulder on the left sleeve. Tape or pins may not be used.

Name Tag: Student name tag must be worn AT ALL TIMES during clinical practice on the left side of the chest. One name tag should be worn on the lab coat, and one name tag should be on the uniform. Nametags are not to be worn in the community outside of clinical.

School Patch: The patch must be neatly sewn 2-inches below the shoulder on the left sleeve of uniform and lab coat. Tape or pins may not be used.

Shoes: Shoes must be clean, all white and either leather or vinyl, worn for clinical experience only. No canvas shoes will be allowed.

Hose/Socks: Clean white hose or socks must be worn with uniform.

Jewelry: Wedding and engagement rings are the only rings allowed, but should be worn with caution. Rings with jewels pose a safety risk.

- No visible body or tongue piercing is allowed other than ear piercings. Ear piercings should be no more than two small, plain stud earrings per ear. Ear gauges must be no larger than 5/8" (16 mm) and a flesh-colored plug must be worn while at the clinical site. A clear piercing retainer may be used to maintain nose piercing or other facial piercing while at the clinical site.
- A traditional watch with a second hand is required. No Smartwatches allowed.
- Necklaces are not permitted due to the safety hazard.
- Medical identification bracelets may be worn.

Tattoos: Any visible tattoos must be covered with clothing, bandage, or concealer.

Equipment: Skills checklist, watch with second hand, stethoscope, bandage scissors, penlight, black ink pen, small pocket-sized notebook

ACCIDENTS AND ERRORS

When reporting accidents and errors, the following guidelines apply:

1. All accidents or errors must be reported immediately to the instructor and to the nurse in charge of the unit.
2. The student involved will:
   A. Report it to the clinical instructor and charge personnel.
   B. Complete an incident report.
   C. If deemed necessary by the charge personnel, the patient's physician may be notified for appropriate action.
   D. Follow the facility's protocol.
3. If a student sustains a needle stick injury during a clinical assignment:
   A. Report it to the clinical instructor and charge personnel.
   B. Complete an incident report.
   C. The student must adhere to the clinical site's policies that stipulate what treatment and follow-up procedures may be required. The student may elect to be treated at the clinical site, if available, or by his/her personal physician.
4. If a student is seriously injured during the clinical rotation:
   A. He/she will be taken to the emergency room at the clinical site, unless he/she refuses treatment and desires to be treated by his/her personal physician.
5. Students are responsible for their own medical expenses for treatment resulting from accidents/injuries while at MDTC or during a clinical assignment.
6. It is highly recommended that each student have medical insurance. MDTC does not have a physician assigned to the care of students.
7. In case of illness or injury, each student must be able to call upon his/her own health care provider.

PROTOCOL FOR EXPOSURE TO BLOOD BORNE PATHOGENS

Universal precautions cannot be emphasized enough while performing patient care. Every student who experiences an exposure to blood or body fluid shall:

1. Immediately report it to the clinical instructor and charge personnel/clinical manager.
2. An incident report shall be completed, if applicable.
3. The student who experienced the exposure will need to have appropriate exposure protocol follow-up by his/her personal physician, at the student's expense.

RESPONSIBILITIES OF THE STUDENT NURSE AT THE CLINICAL SITE

During clinical, all Practical Nursing students are responsible for the following safety procedures.

1. Understanding and following their scope of practice at all times.
2. Reporting all accidents and errors immediately to the instructor and charge personnel, and follow the facility's protocol.
3. Understanding that clinical instructors or preceptors assume responsibility for students.
4. Notifying clinical instructor of skill opportunity for assigned patient.
5. Knowing that patient safety is priority. Being aware of changes in patient's condition, etc., and notifying clinical instructor of changes.
6. Following all instructions and assignments given by the clinical instructor.
7. Applying universal precautions for self and patients.
8. Notifying the clinical instructor and the staff nurse in charge of his/her patient prior to the student leaving the assigned clinical area for any reason.
9. Following policies and procedures of the participating clinical facility.
10. Using clinical facility equipment carefully and correctly.
11. Referring to guidelines in LAP that are specific for each clinical rotation.

SKILLS AND MEDICATION ADMINISTRATION AT THE CLINICAL SITE

1. Each student must demonstrate successful skill proficiency in the lab before performing the skill in the clinical setting. This includes all foundational skills, medication administration, and IV therapy. Any student that performs a skill without passing the skills check-off will be dismissed from the program.
2. When performing a skill at any clinical site, direct supervision from the clinical instructor or a licensed nurse (RN or LPN) is required AT ALL TIMES.
3. When performing a skill for the first time, direct supervision from the clinical instructor is preferred. If the instructor is not available, student may perform the skill with the assigned nurse as long as the instructor has been notified or has given prior approval.
4. Any student that performs a skill outside of their scope of practice will be dismissed from the program.
5. Student will verify written orders on the patient's chart before administering any medication, treatment, or performing a skill.
6. Students should notify the clinical instructor if there is doubt about having the knowledge necessary to perform an ordered skill. If needed and before entering a patient's room, a verbal review of the skill with the clinical instructor will be conducted.
7. Student should keep the patient informed of skill that is being performed.
8. Student will need to bring their skills checklist with them to every assigned clinical. The student is responsible for maintaining their checklist. They should be prepared to have it available for viewing if asked by a clinical instructor or staff nurse.

9. The student is responsible for notifying the clinical instructor of skills that he/she has not had the opportunity to perform in the clinical setting.
10. The student should apply universal precautions for self and patients, and apply use of good body mechanics.
11. Students should immediately report all accidents or errors to the clinical instructor and charge personnel, and follow the facility's protocol.

TRANSPORTATION & PARKING

Students are responsible for their own transportation. Clinical sites may be located anywhere in the OKC metro. All efforts are made to schedule clinical opportunities in the Mid-Del area, but travel may be required for certain clinical opportunities. Car-pooling is encouraged when travel is required.

Students are expected to park in the designated areas at the clinical sites. Clinical privileges may be withdrawn if the student does not park in the designated area. The clinical instructor will explain parking at clinical areas. Some clinical sites have a parking fee.

SECTION VII – DISCIPLINARY INFORMATION

CONDUCT

Both high school and adult students are expected to act in a manner like that expected of an employee in a work setting. You should show respect for the property, rights, and privileges of others. Actions including hazing, bullying, or harassment will not be tolerated. You are responsible for your conduct while you are here.

Violations of school regulations or local, state, and federal laws will not be permitted and will result in disciplinary action by school officials.

The campus administrative staff has the authority to discipline a student who is guilty of any of the following acts while in attendance at Mid-Del Technology Center, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district or when present at any facility under the control of the school district:

Examples of unacceptable behavior are listed below:

1. Immorality
2. Violation of school rules, regulations, or policies
3. Possession, threat, or use of a dangerous weapon
4. Assault and/or battery
5. Possession, use, distribution, conspiring to sell, being in the chain of distribution, or being under the influence of any controlled dangerous substance, illegal or illicit drug including steroids and prescription and over-the-counter medications being used for abusive purposes, alcohol or low-point beer (as defined by state law), or any mind altering substance (i.e., paint, glue, etc.) deemed to be inappropriate at school
6. Conduct which jeopardizes the safety of others (disruptive behavior and fighting)
7. Inappropriate communication with a minor (includes in-person or through social media or other electronic means of communication)
8. Truancy and/or excessive absenteeism
9. Stealing, gambling, extortion, or cheating
10. Unauthorized possession of an electronic device
11. Insubordination or poor conduct in class
12. Vandalism/theft
13. Use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials or using racial, sexual or ethnic epithets
14. Intimidating, threatening, harassing or injuring a school employee at any time
15. Distribution of tobacco to high school students or use of tobacco in unauthorized places by adult students

BULLYING, HARASSMENT, AND INTIMIDATION

Mid-Del Public Schools supports a positive school climate, conducive to teaching and learning that is free from threat, harassment, and all types of bullying. It is the policy of this school district to prohibit all bullying of any person at school. Prohibited conduct includes incidents of bullying instigated by the use of electronic communication specifically directed at students and/or school personnel.

Please see the Bullying, Harassment, and Intimidation portion of the Health & Safety section of the MDTC student handbook for more information.

Professional Conduct and Learning Environment

The Practical Nursing program is committed to maintaining a rigorous and respectful learning environment that prepares students for the demands of the healthcare profession. All students have the right to a classroom and clinical experience free from disruption.

Standards of Behavior

Any behavior that impedes an instructor's ability to teach or a student's ability to learn is considered a violation of professional standards. This includes, but is not limited to:

- Overtly disruptive actions or disrespectful communication.
- Chronic inattentiveness or passive behaviors that hinder the collective learning process.
- Continued disregard for personal and peer educational opportunities.

Disciplinary Action and Procedures

When a student's behavior fails to meet the professional standards of the Practical Nursing program or Mid-Del Technology Center, disciplinary action will be taken. While the program typically follows a progressive disciplinary model, the administration reserves the right to bypass any step or implement immediate dismissal based on the severity and nature of the occurrence.

Actions may include, but are not limited to:

1. Faculty Conference & Verbal Warning: A formal discussion with the instructor to address the behavior and establish a specific plan for improvement.
2. Administrative Conference & Written Warning: A meeting with the PN Director. A formal written warning will be issued, serving as notice that further incidents may result in removal.
3. Removal, Suspension, or Dismissal: Immediate removal from the learning environment, temporary suspension, or permanent dismissal from the Practical Nursing program.

Note: Failure to adhere to a corrective action plan or a continued pattern of disruption will result in escalated disciplinary measures, up to and including program dismissal.

SUSPENSION POLICY

The Practical Nursing Director reserves the right to place a student on Immediate Administrative Suspension prior to a formal investigation. This action is taken to ensure the safety of patients, staff, and students, and to maintain the integrity of the learning environment.

Criteria for Immediate Suspension

A student may be suspended effective immediately for conduct including, but not limited to:

- **Patient Safety Violations:** Any action or omission that jeopardizes the physical or psychological well-being of a patient at a clinical site.
- **Aggressive Conduct:** Involvement in verbal or physical altercations with instructors, healthcare staff, peers, or patients.

- **Suspected Impairment:** Displaying signs of visible intoxication or substance impairment in the classroom or clinical setting.
- **Unprofessional Behavior:** Any conduct that is deemed a significant disruption to the learning environment or a breach of the professional code of ethics.

During the period of Administrative Suspension:

- The PN Director will conduct a thorough investigation to determine if the student's actions warrant further disciplinary action.
- Upon conclusion of the investigation, the student will be notified of the final decision.

The investigation may result in the student's reinstatement or immediate dismissal from the Practical Nursing program.

- **Note:** If a suspension is upheld, the student will be informed of the specific duration and any requirements for reinstatement. Missed clinical or classroom hours during a suspension are subject to the program's standard attendance and make-up policies. If the student disagrees with the suspension, he/she may follow the Appeals Policy outlined in this student handbook.

DISMISSAL POLICY

The following situations may result in the student's dismissal from the Nursing Program:

- Failure to demonstrate competency in theory coursework. (exam average below 80% and course total below 80%)
- Exceeds the maximum times allowed to pass the Dosage Calculations test
- Failure to demonstrate the competency in each clinical rotation, which includes the coursework and performance grades (course average below 80%).
- The student is absent for three consecutive days for any reason without notifying PN faculty/staff.
- The student accrues three zeroes for daily clinical grades. (A zero may be given for being unprepared for clinical, incomplete clinical assignments, and/or unexcused absence.)
- Violation of safety issues such as, but not limited, to any of the following:
    - Emotional instability or mental impairment that may affect clinical performance or affect patient safety.
    - Performing invasive procedures in the clinical setting without permission and/or presence of clinical instructor.
    - Performing skills in the clinical area where competency has not been achieved in the skills lab.
    - Performing skills outside of LPN scope of practice.
- Any student who refuses, fails to participate, or does not cooperate with any aspect of the process of providing information for the national criminal background check.
- If a clinical site refuses the student access based on past criminal history.
- Positive drug screen result.
- Negative attitude, showing disrespect, or being insubordinate toward authority (including program director, instructors, assigned staff nurse, physician), peers, or patients.
- Dishonest actions in classroom or clinical setting, including cheating, plagiarism, and lying.
- Violating HIPPA or patient confidentiality (including taking photos of patients and/or posting patient photos or information on social media)

- Poor judgment used in meeting the physical and emotional needs of patients.
- Breaking the "Rules of Conduct" on field trips or conferences.
- Unpaid tuition and fees. (Note: This does not apply to Veteran students who are using GI Bill benefits and are waiting on funding from the Veteran Affairs.)
- Upon returning to class after being suspended, the student accrues one more infraction.
- Violation of any other policy as stated in the Practical Nursing Handbook or any other reason as deemed necessary by the Practical Nursing Director.

*Important Note on Program Dismissals
While the disciplinary process addresses conduct and behavior, students may also face dismissal for failing to meet the minimum attendance requirements of the Practical Nursing program. Please see "Attendance Policy" on pp 95-97.

APPEALS PROCESS – Professional Conduct and Discipline

When a student has requested an appeal after being suspended or dismissed from the Practical Nursing program, the Practical Nursing Director must schedule a conference within 5 school days.

The Appeals Committee will consist of:
The Director of Instruction or other administrative team member
A member of the MDTC staff (may be instructional, support, etc.)

Also present at the hearing:
Director of Practical Nursing
Faculty (if appropriate)
The student
A person chosen by the student, if desired

The student and his/her chosen representative will have the opportunity to discuss the reason for suspension or dismissal with the committee members. The committee members will then determine whether or not the suspension or dismissal will be upheld. The student will be notified in writing by the chairperson of the grievance committee of the committee's decision, within three school days.

Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.