Gordon Cooper
TECHNOLOGY CENTER

2026-2027

Student Handbook

One John C. Bruton Blvd.
Shawnee, OK 74804

405-273-7493
www.gctech.edu

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I. INTRODUCTION

NON-DISCRIMINATION POLICY

Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, color, religion, sex, pregnancy, gender identity, national origin, sexual orientation, disability, genetic information, or age in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services.

Gordon Cooper Technology Center offers the following career and technical education programs for all students regardless of race, color, religion, sex, pregnancy, gender identity, national origin, including those with limited English proficiency, sexual orientation, disability, genetic information, or age:

Advanced Health Careers Certification
Applied Welding Technology
Automotive Collision Technology
Automotive Services Technology
Aviation Maintenance Technology
Business Education Technology
Carpentry & Masonry Trades
Computer Networking Technology
Cosmetology
Criminal Justice & Emergency Services
Early Childhood Education
Electrical Careers
Foundations of Construction
Graphic Design
Health Careers Certification
Heating, Air Conditioning & Refrigeration
Practical Nursing
Precision Machining
Pre-Engineering Academy
Professional Diesel Technician

Persons seeking further information concerning the career and technical education offerings and admission inquiries should contact:
Jessica Gabeau jessicag@gctech.edu (Ext. 2478), Secondary Education Counselor
Eric Davis ericd@gctech.edu (Ext. 2264), Post-Secondary Counselor

Compliance officers may be contacted at the school address:
Gordon Cooper Technology Center
One John C Bruton Blvd
Shawnee, OK 74804
(405) 273-7493

Compliance officers are:
Title IX: Career Specialist- EMPOWER Oklahoma TANF by CareerTech, Trilbya Anderson - trilbyaa@gctech.edu (Ext. 2309)
Title IX: Director of Instruction, Jeremy Frye - jeremyf@gctech.edu (Ext. 2311)
Title IX: Director of Instruction, Kelli Wilson - kelliw@gctech.edu (Ext. 2482)
IEP/504/ADA: Adult Counselor, Eric Davis - ericd@gctech.edu (Ext. 2264)

Inquiries concerning nondiscrimination policies may be referred to the Compliance Coordinator, Charlotte Beach charlotteb@gctech.edu (Ext. 2295)

DISCRIMINATION COMPLAINT PROCEDURE

AR-117 Discrimination Complaint Procedure

ACCREDITATION APPROVAL AND LICENSING OF PROGRAMS

Oklahoma State Department of Education
Oklahoma Board of Career and Technology Education
Oklahoma State Board of Nursing
Oklahoma State Department of Health
Oklahoma State Board of Cosmetology and Barbering
Oklahoma Human Services
Federal Aviation Administration
Automotive Service Excellence
Associated General Contractors of America
U.S. Department of Education

BOARD OF EDUCATION

Zone 1 – Dr. Dean Evans
Zone 2 – Mrs. Keisha Coulter
Zone 3 – Mr. Mike Matlock
Zone 4 – Mr. Robert Kinsey
Zone 5 – Mr. Casey Bell

AREA PARTNER SCHOOLS

Academy of Seminole
Asher High School
Bethel High School
Bowlegs High School
Butner High School
Chandler High School
Dale High School
Earlsboro High School
Family of Faith
Grove School
Jim Thorpe Academy
Justice School
Liberty High School
Macomb High School
Maud High School
McLoud High School
Meeker High School
New Lima High School
North Rock Creek High School
Paden High School
Pleasant Grove School
Prague High School
Seminole High School
Shawnee High School
South Rock Creek School
Strother High School
Tecumseh High School
Varnum High School
Wellston High School
Wewoka High School
White Rock School

II. GENERAL INFORMATION

The policies contained in the handbook are applicable to all students regardless of classification as a secondary or postsecondary student. Any student who is not currently enrolled in high school and is age 16 or older is classified as a post-secondary student and must pay tuition. The tuition balance is due on or before the first day of class unless a payment plan has been initiated with the Finance Office.

Each policy statement is a summary of the policies that impact students. If you have questions regarding the policies, wish to view a complete set of policies and/or wish to acquire a copy of the policies, contact a Director of Instruction.

Gordon Cooper Technology Center (GCTC) admits high school sophomores, juniors, seniors and adult students who have the ability to benefit from the training offered at the school. Students are admitted on the basis of interest, aptitude, needs, and performance in past school works. GCTC reserves the right to select students who show a reasonable aptitude for success based on their abilities to profit from a particular type of training.

All students admitted to GCTC may access a student handbook on-line or request a hard copy.

VISITORS

All visitors must report to the Student Services office or the security desk and be approved before going to any program on campus. Students may not bring visitors on campus to attend a program without the approval of the director. Minor children may not accompany anyone attending an educational or professional class or meeting sponsored by GCTC. It is not permissible to leave minor children unattended in a car in any school parking lot.

EARLY CARE AND EDUCATION CENTER

To enroll a child in the childcare facility, the parent must complete the enrollment application and provide a copy of immunization records. Enrollment is limited to 12 children aged 2-4 and six children aged 0-2 years. Operating hours for daytime programs are 7:45 a.m. to 4:15 p.m., Monday through Friday. Personnel at the Center may be reached by calling 273-7493, ext. 2271.

OTHER PROGRAMS AND SERVICES

GED PROGRAM AVAILABILITY

Local GED Testing Resources/Contacts:

OCCC Adult Education – High School Equivalency (HSE) Classes
Community Outreach & Education
7777 S. May Ave., Oklahoma City, OK 73159
Matthew Wright
matthew.j.wright@occc.edu
(405) 682-7873

Dayna J. Harjo, Director
Seminole Nation Adult Education
630 N. Main Street Seminole, OK 74868
405-241-6801
harjo.d@sno-nsn.gov
www.sno-nsn.gov

COLLEGE CREDIT

Some public colleges in the State of Oklahoma offer college credit for certification and licensures completed through Technology Centers. Students are encouraged to submit GCTC transcripts and copies of any licensures/certifications to the college they wish to attend. The college will determine what (if any) college credit can be awarded. Any fees associated with the college credit awarded will bethe responsibility of the student.

COMPLETION PROCEDURES

Students may obtain final clearance for completing the career major once the instructor has verified all technical skills and written work requirements have successfully been completed with a passing grade. Additionally, all school-owned books, tools, and equipment have been returned or paid for, and all tuition and fees have been paid in full. Students not fulfilling the above requirements will not be allowed to participate in the graduation ceremony, nor receive their certificate.

DISTRIBUTION OF PRINTED MATERIAL

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

CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) has a full time Workplace Readiness Coordinator. Students are given the opportunity to complete a variety of courses designed to develop workplace skills, workplace ethics, workplace communication, and self-management. Career exploration, development and placement are covered as well. Activities are designed cooperatively by the Career Tech instructor and the Workplace Readiness Coordinator.

CLASSROOM APPEAL PROCEDURE FOR GRADES

The student appeal procedure consists of 3 steps:

- Step One – the student will conference with the teacher, if resolution cannot be found,
- Step Two – the student/ teacher will conference with the parent, if resolution cannot be found:
- Step Three – the student/teacher/parent/Director of Instruction will conference to resolve the issue.

STUDENT RECORD INFORMATION RELEASE

Gordon Cooper Technology Center collects two types of information on students and former students: directory information and confidential information. The release of this information is governed by this policy and the Family Educational Rights and Privacy Act (FERPA), which the District complies with.

a. Directory Information

Directory information is data that is generally not considered harmful or an invasion of privacy if disclosed. The following items are designated as directory information and

may be released unless the parent/guardian of a minor student or an eligible student (18 years or older) submits a written request to exclude any or all of these items:

i. Student's name
ii. Student's address
iii. Student's telephone listing
iv. Student's date of birth
v. Student's dates of attendance
vi. Student's grade level (e.g., 11th, 12th grade)
vii. Student's participation in officially recognized activities
viii. Student's degrees, honors, and awards received
ix. The most recent educational agency or institution attended
x. Student's photograph
xi. Student's electronic mail address

Parents/guardians of minor students or eligible students will be notified annually of these directory information items and their right to refuse the release of any or all of them.

b. Confidential Information

Confidential information is any personally identifiable information in a student's education record that is not considered directory information. This information will only be disclosed to a third party with the prior written consent of the parent/guardian of a minor student or the eligible student, except under specific circumstances allowed by FERPA.

The District will provide an annual notification of FERPA rights to parents/guardians of students and eligible students, as well as publish this notification in selected area newspapers within the first three weeks of classes each year.

The **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** will be used as a guideline to govern the handling of such information. The District is subject to and complies with the Family Education Rights and Privacy Act (FERPA).Within the first three weeks after the start of classes each year, the District shall cause a notification of FERPA Rights to be published in selected area newspapers. In addition, the District shall provide a Notification of Rights to each student of parent/guardian of a student. (DP-143)

RECORDS

The District shall make and keep such student records as are necessary and as are required by law, policy, or regulation. (DP-143)

REQUESTS FOR DISCLOSURE

Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released without consent of the eligible student/legal guardian in accordance with provisions of FERPA.

RECORDS OF REQUESTS FOR DISCLOSURE

The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such records shall not be maintained as a part of each student's school records, but shall be maintained by the Registrar. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a legal guardian or eligible student, or any requests for directory information.

PROCEDURES TO AMEND RECORDS

A comprehensive system of records is kept on each student containing such information as grades, attendance, and punctuality, results of safety test, work experience, worker traits, and academic skills, if a legal guardian or eligible student believes that the content of the record is inaccurate, misleading, or in violation of their privacy or other rights, the legal guardian or eligible student will have an opportunity for a hearing to consider the corrections or deletion of any inaccurate, misleading, or otherwise inappropriate data. The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations (AR-143-A1).

INSURANCE

The district does not carry insurance covering student accidents. Students not covered by insurance are strongly urged to purchase the student insurance offered by an independent company. The district does not carry insurance covering student property. GCTC will not be held responsible for the loss or damage to any personal property brought on campus including vehicles or articles left in vehicles in case of fire, theft, accident, or any other cause beyond our control. Visit Student Services or the Student Resources tab at www.gctech.edu for student accident insurance information.

SCHOOL CLOSINGS

School closings are broadcast on local news channels 4, 5, 9 and 25 as well as social media outlets and the GCTC website. Gordon Cooper has an automated phone notification system as well. In order for the student to be properly notified, it is necessary for us to maintain current contact numbers for each student. If the school is open, students are expected to be present.

SECURITY REPORT

This report is intended to promote campus safety at GCTC. Information provided in this report is for prospective students, current students, and employees. Use the following link to view report: CLERY ACT SAFETY REPORT

II. STUDENT EXPECTATIONS

MINUTE OF SILENCE

An intercom announcement will signal the start of a minute of silence. Students may use this time to gather their thoughts, meditate, or pray.

ATTENDANCE POLICY (DP-139)

Attendance and communication with the registrar when one must be absent, is the responsibility of the eligible student or legal guardian of the high school student. When a student must be absent, the legal guardian of a high school student is expected to contact Student Services at (405) 273-7493 x.4001. Eligible students are expected to contact the instructor and Student Services Office themselves.

The goal of GCTC attendance policy is to provide a framework for student accountability and success by demonstrating the importance of attending class on a regular basis. Students are expected to attend every day classes are in session. The following procedures will be followed in order to implement GCTC's attendance policy:

High School Students:

- Will be allowed nine (9) absences per semester.
- Students will be allowed 9 absences for illness or personal matters per semester. (Jury duty, court dates, military duty and religious observances will not be counted with appropriate documentation).
- Students will be dropped at the end of the current semester (December or May) at 10 or more absences if the student is passing.
- If the student is failing, he/she will be dropped at the end of the semester or at the end of a grading period. The Program Director may give the student a short, 10 days or less, time period to improve class grade.
- Students will be dropped immediately if 5 unexcused absences occur in the first two weeks of school.
- Students are expected to attend GCTC even if the sending school is not in session.

Adult Students:

- Will be allowed nine (9) excused absences per semester.
- Students can also be excused with appropriate documentation for: jury duty, court dates, military duty and religious observances.
- If a student reaches ten (10) or is failing, they will be dropped and will not be allowed to enroll at GCTC for at least one (1) semester. The Program Director may give the student a short, 5 days or less, time period to improve class grade.
- Five (5) consecutive days absent, with no contact made to instructor/administration, student will be dropped.
- Adult students must complete 90% of the program time to maintain Pell.

Attendance Plan:

Student Services may implement an attendance contract for students with excessive attendance issues.

TARDIES

Three tardies will equal one day's absence. Students will be counted tardy if they arrive late or leave less than one hour early. Students arriving late must first check in at Student Services and then go immediately to class. If the tardiness or early checkout exceeds one hour, the students will be counted absent for the day.

LEAVE OF ABSENCE POLICY

Students enrolled in full-time career majors may request a leave of absence (LOA) during the school year, if the student needs to be away from school for a period of time due to reasons including; but not limited to the following:

a. Pregnancy
b. Military reasons (student must provide school with copy of military orders)
c. Extended illness or serious injury
d. Illness of parent/child
e. Sequence of Curriculum

To be considered for an approved leave of absence, a student must follow all procedures outlined in this policy. The student must provide the Student Services Office with a written, signed and dated request for a leave of absence prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so. For example, if the student were injured in a car accident, the student may not be able to request the LOA in writing in advance. In such circumstances, the student must contact the school as soon as possible to request the leave of absence by phone. In such circumstances, the school must document the reason for its decision to grant the approved leave of absence and must collect the written request from the student later.

Students may not be approved for more than one leave of absence in a 12-month period. An exception would be granted in the event an additional military leave or jury duty is required.The leave of absence request must be for a minimum of 5 days.

Students granted approved leaves of absence are expected to return to class at the end of the leave of absence. A student who does not return at the end of a leave of absence will be dropped, and, if the student received Title IV federal financial aid, the student may owe money back to the Federal Pell Grant Program and to Gordon Cooper Technology Center.

When the student returns from the approved leave of absence, the student will be expected to continue the coursework which may necessitate continuing the following school year to complete the course. The student will not be charged additional tuition for the make-up time. However, after the make-up time has been completed, the student will again be charged for each semester enrolled.

Any leave of absence that does not meet all of the conditions outlined above for an approved leave of absence is considered a withdrawal for Title IV purposes, and the student's withdrawal date will be the last date the student attended class before the leave began. In such cases, both the school and the student may be required to return money to the Federal Pell Grant Program.

CONTINUING STUDENTS

Students wishing to continue in the subsequent year of a career major at GCTC or enroll in a full-time career major must meet the following requirements:

1. The student must receive a recommendation from their instructor and earn a grade of "C" or better while maintaining satisfactory academic progress.
2. If the student is requesting to change career majors, the student must notify the Gordon Cooper Technology Center Counselor, who will seek approval from both the current instructor and the instructor to which the student wishes to transfer.
3. The student must have no outstanding debts with the finance office.
4. GCTC administrators reserve the right to approve or disapprove returning students.

A student not meeting the above requirements may submit to the Director of Instruction a written appeal, which will be heard by the Student Services Appeal Committee. Students will apply for re-admission in the Student Services Office. Re-admission is not guaranteed.

LEAVING CAMPUS

All students must check-out at Student Services prior to leaving campus early. Eligible students may check themselves out. High school students under 18 must have a legal guardian contact Student Services to be checked out.

CONDUCT AND DISCIPLINARY CODE

Students are expected to conduct themselves as good citizens at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another.

Students who engage in conduct or activities, which are prohibited by this policy, may be subjected to disciplinary action up to and including suspension from school. Post-secondary students are subject to termination from the program. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities: (The administration may acknowledge other inappropriate behavior not noted on the following list.)

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message; or by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
3. Cheating;
4. Plagiarism;
5. Conduct that threatens or jeopardizes the safety of others;

6. Cutting class, sleeping, or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Failure to attend assigned detention or other disciplinary assignment without approval;
9. Failure to comply with state immunization records;
10. False reports or false calls;
11. Extortion;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior; public display of affection;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Possession of obscene materials;
25. Physical or verbal abuse;
26. Possession of a caustic substance;
27. Use, without prior authorization, of a wireless telecommunication device;
28. Possession, threat or use, transfer possession of, or aiding, accompanying, or assisting another student to use a dangerous weapon and related instrumentalities(i.e., bullets, shells, gun powder, pellets, knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument.) except as provided for by state law;
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances;
30. Possession of illegal and/or drug related paraphernalia; -
31. Profanity;
32. Sexual or other harassment of individuals including, but not limited to, students, school employees,volunteers;
33. Theft;
34. Threatening behavior (whether involving written, verbal, or physical actions;)
35. Truancy;
36. Use, possession, or distribution of tobacco in any form, simulated tobacco products or "e-cigarettes" and "vapes";
37. Possession of missing or stolen property if property is reasonably suspected to have been taken from student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender, or disability epithets;
39. Vandalism;
40. Vulgarity;
41. Willful damage to school property;

42. Willful disobedience of a directive of any school official;
43. Refusing to identify or falsely identifying oneself to District personnel;
44. Students tampering with or pulling fire alarms, except in the case of an emergency, will be suspended. This suspension may be for the remainder of the semester and not to exceed the following semester;
45. Acts of immorality;
46. Violations of policy or regulations.

In addition, conduct occurring outside the normal school day or on school property that has a direct and immediate negative effect on the educational process or effectiveness of the school, will also result in disciplinary action, which may include out-of-school suspension.

Any high school student suspended from their home high school for any reason may also be suspended from GCTC.

Any student receiving suspension of more than 8 days in a school year may not be allowed to enroll for the following semester.

The administration shall consider and apply, if appropriate, alternatives to out-of-school suspension. Violations of safety rules, classroom rules, or any of the rules and regulations from this handbook may result in, but not be limited to: (1) verbal reprimand; (2) loss of privileges; (3) probation; (4) suspension.

Violation of student conduct and/or discipline code may result in suspension for the remainder of the current semester and the next semester. Suspended students will not be allowed to attend extra-curricular activities, field trips, not return to campus until suspension has been served.

A suspended student will be allowed to make up paperwork and tests. Makeup work must be submitted upon return to the classroom.

REFERENCE: 18U.S.C. 921
21O.S. 1280.1

RE-ADMISSION

A dismissed student is eligible to be re-admitted upon proper application for re-admission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for re-admission. If the dismissal occurred because of alcohol or drug suspension, the student also needs to provide the following, if not already on file:

- A copy of the drug assessment.
- Documentation that the student is following the recommended treatment outlined in the assessment.

GANG CODE

Gang attire, graffiti, and/or gang tagging, or any other gang-related activity will not be tolerated

in any form. Students may be suspended upon the first offense.

ASSAULT AND BATTERY

Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee. The assailant may be held responsible for any expenses resulting from the assault.

THREATS

Under the Clery Act:

- A threat involves unlawfully placing someone in reasonable fear of bodily harm through threatening words or conduct.
- Assault is an unlawful physical attack, or the attempt to cause physical harm.

Criminal charges may be filed against any person(s) committing a verbal threat and/or devising any plan to cause serious bodily harm or death to another person. (21 O.S. 2001 Sec. 1378)

DANGEROUS WEAPONS

Any student found in the possession of dangerous weapons (as defined by state of statute), or using any tool or equipment in a threatening manner will be suspended for a period of one calendar year. School officials have the authority to notify local law enforcement officials and detain and authorize the search of any student or parked vehicle on the school premises or while under the authority of the school for dangerous weapons, controlled dangerous substances, or stolen items.

DRUG FREE WORKPLACE AND CAMPUS

GCTC shall be designated as a drug free workplace and campus. Any location, at which GCTC 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 legal 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 GCTC will be consistent with local, state, and federal laws and will be in addition to legal prosecution.

These additional sanctions will include suspension from GCTC for: (1) possession of illicit drugs and/or alcohol in small quantities, 2) possession of drug paraphernalia and/or alcoholic beverage containers, or 3) use of illicit drugs and/or alcohol.

Sanctions for 1) possession in quantities, or 2) distribution of illicit drugs and/or alcohol will include suspension for the remainder of the semester and one subsequent semester and police action. Documentation that an appointment for a drug assessment by a certified drug counselor must be presented in writing to a Director of Instruction prior to the student being considered for a shortened sentence. Documentation of the drug assessment and written verification that the student is following the recommendation of the drug counselor must be presented to the Director of Instruction or the remainder of the suspension will be invoked.

Students who come to the Student Services Office to seek help prior to violating GCTC drug and alcohol policies may be counseled without jeopardy of sanction. However, they must continue to abide by the drug-free policy.

PRESCRIPTION DRUGS

To ensure classroom safety, students who are under a doctor's care, and will have the need to take prescribed drugs while on the career tech campus, will need to notify their instructor of the type of medication and the dosage that has been prescribed.

Regardless of any individual's status as a medical marijuana license holder, marijuana in any form is not allowed on the premises of GCTC or in any school vehicle or in any vehicle transporting a student under any circumstances. (DP-212)

TOBACCO USAGE

Gordon Cooper is a smoke-free/tobacco-free campus. Smoking and use of any type of tobacco or e- cigarette (vapor cigarettes) is not allowed for all students and employees on all school campuses and/or buses.

SEARCH

In accordance with Title 70 Oklahoma Statutes (70-24-102), students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. As allowed by law, the Superintendent, Program Director or designee who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, alcoholic beverages, wireless telecommunication devices, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

In conducting any search authorized by this policy, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, the student will face suspension, and the District may contact appropriate law enforcement personnel to respond to the issue.

School officials shall have the authority to notify local law enforcement officials and detain and authorize the search of any adult or high school student or parked vehicle on the school premises or while under the authority of the school for dangerous weapons, controlled dangerous substances, or stolen item(s).

LASER POINTING DEVICE

Students are not allowed to carry a laser-pointing device or similar devices in any facility on campus, on the bus, or anywhere on school premises. These items will be confiscated and held

until the end of the school year.

INTERNET ACCESS AND ACCEPTABLE USE POLICY – DP-118

General: It is the policy of the Gordon Cooper Technology Center (GCTC) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 U.S. C. 254 (h)]. GCTC provides a wide variety of opportunities for students and employees to use the GCTC's network to access the Internet. It is possible to access material, which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content through the school's network. GCTC cannot guarantee students and employees will not access such material, but will take reasonable steps to protect users from abuses.

GCTC makes no warranties of any kind, either express or implied, regarding the Internet access being provided. GCTC shall not be responsible for any damage users suffer, including but not limited to loss of data resulting from delays interruptions in service, or personal defamation. GCTC shall not be liable for the accuracy, nature, or quality of information stored on GCTC's computer equipment or of information gathered through Internet access to legitimate and acceptable purposes and to regulate student's and employee' privilege of access and use. GCTC may install and operate computer software programs, which restrict and monitor access to certain materials, but this shall not be construed as a guarantee that such access is restricted.

Acceptable uses: GCTC's computers, equipment, and software are intended for administrative, educational, and research purposes. Acceptable uses of GCTC's network include activities, which support learning or promote GCTC's mission and goals.

Prohibited Uses: GCTC's network and the Internet access provided by the District shall not be used:

a) To violate an individual's right to privacy or to bully another person or organization;
b) To access materials, information, or files of another person or organization without permission;
c) To violate the copyright laws or software licensing agreements;
d) To spread computer viruses;
e) To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;
f) To locate, receive, transmit, store, or print files or messages which are profane,obscene, or sexually explicit, or which use language that is offensive or degrading others;
g) To distribute religious materials;
h) To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
i) For any commercial purpose unless authorized by the Administration or Board;
j) To engage in any illegal activity;
k) For personal use, except that which will not interfere with learning, work performance, or

the school's mission.

Consequences for Misuse: The use of the GCTC's network is a privilege, not a right. Any student or employee who inappropriately uses the District's network may have the privilege of using the network denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any electronic communication being sent or received by GCTC's network or Internet access. GCTC may access any electronic communication sent or received using GCTC's network or Internet access. Computers and network systems can be monitored to filter or identify inappropriate use or misuse of the system.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on GCTC's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on GCTC's network without the express written consent of the copyright holder and the approval of the appropriate administrator.

Terms of Use: Student, staff and visitor users must abide by Administrative Regulation-118 and abide by the acceptable use policy. GCTC INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY – AR-118

To protect the position, image and information assets of GCTC, the use of Gordon Cooper Technology Center's social network accounts is intended for school purposes only. The GCTC recognizes the potential marketing benefits of a social network presence and its use is meant to promote and market the mission and goals of GCTC. (DP-178)
Students at Gordon Cooper Technology Center are using social networking web sites (i.e. Snapchat, Facebook, YouTube, Twitter, Instagram, texting, etc.). The school district is committed to building a school in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Therefore, when using school district electronic resources to access on-line social networks, students are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others. By doing so students will be abiding by applicable laws, school district policy, and the core values of Gordon Cooper Technology Center.

Improper or unethical use of social media may result in disciplinary actions consistent with existing student discipline policy.

Students of the school district should limit communication with employees to matters concerning the student's education or extra-curricular activities for which the employee has assigned responsibility. Excessive messaging to a single employee should be avoided. Students who engage in school-related communications with employees shall inform employee of class or activity-based guidelines for communicating with employees. In instances where the student's communications are inappropriate or outside permissible school policy, such communication should be reported to the student's instructor or school district administrator.

Students should be aware of individual liability for posting on line. Individuals have been held liable for commentary deemed proprietary, copyrighted, defamatory, libelous, or obscene. Students are not permitted to use the Gordon Cooper Technology Center logo or make endorsements on behalf of Gordon Cooper Technology Center.

DIGITAL COMMUNICATION BETWEEN SCHOOL STAFF AND STUDENTS

School personnel engaging in electronic or digital communication with a minor student must include the minor student's parent or guardian in the communication, unless the communication is on a school-approved platform and is related to school and academic matters. In the case of an emergency where other parties cannot be immediately included on digital or electronic communications, the minor student's parent or guardian shall be subsequently notified of the communication as soon as possible.

REGULATION OF WIRELESS COMMUNICATION DEVICES

Students are allowed to use Wireless Communication Devices before school and at break times. They may not be used for any reason during class times unless approved by the instructor. Possession of inappropriate pictures, nude pictures, pornographic material, videos, sexting, texting, etc., may result in suspension.

TRANSPORTATION

GCTC provides transportation to students on a daily basis. Students are responsible for providing transportation to these pick-up points. Adult students may ride the buses from the designated pick-up points with approval.

Bus service is a privilege to students and may be denied to a student when necessary. Bus drivers will notify administration of behavior that may result in discipline or loss of transportation privilege.

High school students picked up at their high school will be dropped off at their high school unless administrators from both schools and a parent/guardian grant permission to be dropped at a different designated GCTC stop. Students boarding a bus at their home school must remain on the bus until arrival at Gordon Cooper Technology Center.

DRIVING PRIVILEGES

High school students may drive a vehicle to GCTC, however, privileges may be revoked at any time.

DRESS CODE

Clothing should be appropriate for the trade for which the student is training. Inappropriate clothing, as determined by the program instructor or director, will not be permitted. Articles of clothing or appearance which offend public decency or which suggest or depict violations of law or school regulations will not be permitted. Students must comply with each career major's safety standards if they wish to stay in the career major.

BODY PIERCINGS AND TATTOOS

For safety reasons, body piercing and jewelry should be appropriate for the trade for which the student is training, as determined by the program instructor or director. Tattoos which

offend public decency or which suggest or depict violations of law or school regulations must be covered.

LOST AND FOUND

Unaccompanied items will be turned in to Lost and Found, located in Student Services. Incriminating items will besubject to disciplinary action.

GRIEVANCE OR RIGHT OF APPEAL

Any complaint alleging discrimination based on race, color, national origin, sex, age or disability should be reported to an instructor, counselor, or school administrator. A compliance officer assists individuals who wish to file a complaint and renders a written decision after conducting an investigation into the facts. If not satisfied with the outcome, the grievant or respondent may request a hearing to appeal the compliance officer's decision to the Board of Education. Compliance officers: Trilbya Anderson, Jeremy Frye, and Kelli Wilson.

SEXUAL HARASSMENT

According to Department of Education (DOE) guidelines, sexual harassment is unwanted sexual conduct that "must be sufficiently severe, persistent, or pervasive that is adversely affects a student's education, or creates a hostile or abusive educational environment." Sexual harassment is a form of discrimination. Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault. Sexual harassment is illegal and will not be tolerated at GCTC. Violation of this policy will result in disciplinary action.

Victims of alleged sexual harassment are encouraged to report the incident to an instructor, counselor, or school administrator. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of allegations of sexual harassment. Complaints alleging sexual harassment will be handled according to the procedures described in the Civil Rights Policy (DP-117).

THE SCHOOL BULLYING PREVENTION ACT70 OKLA. STAT. 24-100.3

The School Safety and Bullying Prevention Act prohibits harassment, intimidation, and bullying, of students. Gordon Cooper Technology Center's Prohibiting Bullying Policy (DP-167) is in effect while students are on school grounds, in school vehicles, at designated bus stops, school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct disrupts school operations.

Gordon Cooper Technology Center's student conduct code prohibits threatening behavior, harassment, intimidation and bullying. Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the district, and at times involves the commission of criminal acts.

This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or by stander's ability to concentrate,

retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur because of good faith reporting of bullying. All students are expected to refrain from intimidation, harassment, bullying, or threatening behavior directed at other students or Gordon Cooper employees or visitors. Any violation of this policy will result in disciplinary action. Any student found to violate this policy will be subject to Gordon Cooper's policy on *Student Behavior*. (DP-145)

SUSPENSIONS

SHORT TERM SUSPENSION OF 10 OR FEWER DAYS

The Board of Education of GCTC ("School District") recognizes that student suspensions of ten (10) or fewer school days (referred to as "short-term suspensions") generally involve less stigma and require less formal due process procedures than are required for suspension of greater than ten (10) school days (referred to as "long-term suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators and/or teachers. The Board of Education adopts the following procedure dealing with short-term suspensions. (DP-145)

SUSPENSION APPEALS COMMITTEE

A suspension appeals committee is hereby established which would consist of three (3) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

APPELLATE PROCEDURES

Any student, who has been suspended for ten (10) days or less under the steps listed above, or the student's parent, may appeal the suspension to the suspension appeals committee. (For appellate procedures, see District Policy-145)

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the administrator of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when an administrator determines to impose alternative in school disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the

sole judgement of the administrator, such participation is appropriate given the nature of the offense committed by the student. “Extracurricular activities” include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

SUSPENSION OF STUDENTS WITH INDIVIDUALIZED EDUCATIONAL PLAN (IEP)

1. Short-term Suspension: The School District may suspend a student with an IEP for a period of ten (10) consecutive school days or less for any conduct that would warrant suspension for a student without an IEP. The School District will follow its policy and procedures for the suspension of a student without an IEP in conjunction with the short-term suspension of a student with an IEP.
2. Long-term Suspensions: Before implementing the suspension of a student with an IEP for more than ten (10) consecutive school days, the School District will notify the student’s parent or guardian in writing of the proposed suspension and convene a meeting of the student’s IEP team. The IEP team will determine whether an additional evaluation of the student is necessary and whether the misbehavior for which suspension is proposed is related to the student’s disability.
3. Emergency Suspensions: If the student poses an immediate threat to his or her own safety or to the safety of others, the School District may immediately suspend the student for up to ten (10) days. During the suspension period, the student’s IEP team will meet to determine whether the misbehavior is related to the student’s disability and whether further evaluation is necessary.

STUDENTS ATTENDING THE TECHNOLOGY CENTER BY VIRTUE OF SPECIAL PROGRAM

In some instances, adult students are participating in programs offered by Gordon Cooper Technology Center because of their eligibility established by terms of a federal or state program. In these instances, the programs frequently establish eligibility requirements as well as minimum standards, which the students must meet in order to remain a part of the program and a recipient of its benefits. In these instances, student participation as well as dismissal of the student may be governed by the program criteria. In such instances, students may be dismissed by written notice to the program or project director, notifying of the student’s dismissal and providing reasons for the adverse action. Students have no property interest in these programs and, as a result, students who violate expectations related to attendance, participation, and otherwise fail to meet the obligations, which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so under what conditions, will be a joint decision of the designated representatives and the designees for the federal and state program.

BOOKS, SUPPLIES, AND EQUIPMENT

Books and supplies are provided for high school students unless otherwise specified by the career major. Adult student costs vary among programs. (See website for details) Gordon Cooper Technology Center does not buy back used books or computers. No refunds will be given for books after two (2) weeks from entry date into the class or if books have been written in.

Students are responsible for the care of all school-owned property, which has been assigned to them. Normal wear, tear, and damage are understandable in the education process. However,

if items are lost, destroyed, or stolen through irresponsible actions, students will be charged the purchase price for replacement, which must be paid before a student is cleared from GCTC. The student must assume the full responsibility for the care and safe storage of personal items brought to the program for their use. These should be very limited in nature. Prior to any re-enrollment, students must clear any outstanding accounts.

STUDENT, STAFF, AND VISITOR IDENTIFICATION BADGES

All students and staff are required to display GCTC identification badges in clear sight of all persons at or above waist level. The badge will be required when the student is on GCTC campus, participating in a GCTC sponsored field trip using GCTC equipment and/or facilities (Example: Bus Transportation). All students will be provided the initial badge at no charge. If the student misplaces or destroys the initial badge, the student may be required to pay $10.00 for a replacement. All badges will be issued through IT. Visitor badges are obtained at check-in in the Student Services Office.

FIELD TRIPS

Field trips may be scheduled and conducted by the individual instructor in LaserFiche, subject to the approval of the Administrator. All high school students must have a signed "Field Trip Permission Acknowledgment" on file before they will be allowed to participate. Parental permission is required for any off campus GCTC activity. This includes CTSO contests and conferences.

Students must utilize school provided transportation to and from the designated field trip site. Students participating in an all-day field trip may be allowed to leave upon return to campus.

GRADING

Grades will be earned as wages are earned on a regular job. Students will receive grades for participation, written work and testing, and skill performance as stated in district policy. (DP-140) Each instructor will notify students at the first of the year of the weight each of the components will have in calculating a final grade. The Student Information System applies standard mathematical rounding. **The following grading scale will be used:**

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below
I = Incomplete
W = Withdrawal grade

PROGRESS REPORTS

Student progress can be monitored electronically through Gordon Cooper Technology Center's Student Information System, PowerSchool. Information maintained in the system includes student attendance records, assignments and test grades. Secondary students' weekly eligibility will be checked each Thursday and a report sent to the high school. Students must be passing each week to remain eligible for extracurricular activities.

REPORT CARDS

Grades associated with course work and daily attendance for high school students will be sent to the partner school. Based on the local policy, the partner school will determine whether or not to issue credit. Grades are accessible through Gordon Cooper Technology Center's Student Information System, PowerSchool. Report cards will be kept in a digital format for a period of at least five years.

MAKE-UP WORK

It is the responsibility of the student to check with their instructor for make-up assignments. Make-up work as a result of absences or disciplinary action, not turned in by the designated time may result in a grade of "0".

HIGH SCHOOL CREDIT

High school credit is determined by the high school, not GCTC. See your high school counselor or principal to determine how much high school credit you may earn while attending GCTC. A copy of the possible academic math and science credits by program is available to students.

WORK BASED-LEARNING EXPERIENCE

Work-Based Learning (WBL) Experiences may be established to help bridge the gap between school and work. In order to participate in a WBL experience, a student must have the recommendation and approval of their instructor, the industry partner, and program director, and, if they are a high school student, their partner school. Students under the age of 18 must also have parent or guardian approval. Students receiving financial aid should consult with the financial aid office. (DP-142)

III. STUDENT SERVICES

Gordon Cooper Technology Center offers the following services to students: (1) Assessment Center, (2) Career Preparation, (3) Adult Guidance/Enrollment Counselor, (4) Financial Aid, (5) Secondary Guidance/Enrollment Counselor and (6) Mental Health Support.

COUNSELING

A counseling staff member is available to help students plan for their future. Counseling services may be referred to appropriate agencies as needed. We assist students in making informed decisions about occupational and educational futures. Guidance services that are provided to students are limited. Referrals for counseling services to the campus mental health counselor or appropriate agencies can be made. Numerous sources, including a Directory of Community Services, are available in the Student Services Office to help the student; however, these decisions are up to the student and her/his family to pursue. The student and family assume all financial liability in said choices. GCTC does not assume any financial liability whether implied or stated by offering this information. Students are encouraged to visit with a counselor as needed. An appointment may be made in the Student Services Office.

A Mental Health Support Counselor will be available to provide mental health support at all three campuses. The counselor may provide support to students, staff, faculty, groups, and families to promote optimum mental health. The counselor will utilize their unique skills and

education to meet the needs of the individual requesting assistance. The Mental Health Support Counselor may counsel enrolled students regarding career, personal, and school-related problems, such as attendance.

DRUG AND COUNSELING AGENCIES

Drug and alcohol counseling, treatment, or rehabilitation programs may be found in the agency index of the Directory of Community Services located in the Student Services Office. These resources are up to the student and his/her family to pursue. The student and family assume all financial liability in said choices.

The hotline numbers listed herein may be of use to those needing help or advice.

Mental Health Lifeline……Call or Text 988
National Drug & Alcohol Treatment Routing Service..... ….. 800-662-HELP
National Council on Alcoholism 800-622-2255
Reach-Out Hotline (Alcohol, drug crisis intervention, mental health and referral).....800-522-9054
Alcoholics Anonymous 405-524-1100
Narcotics Anonymous 866-524-7068

SHAWNEE AREA AGENCIES

Gateway to Prevention & Recovery, 1010 E. 45th ……405-275-3391
Red Rock Comprehensive Mental Health Center, 1336 N. Harrison……405-275-7100
Citizen Potawatomi Nation Health Complex, 2307 Gordon Cooper Drive 405-273-5236
Project Safe, 130 N. Broadway, Suite 206 405-273-9953

ENROLLMENT PROCESS

All students must be officially enrolled prior to reporting to class.

ADMISSION POLICY (POST-SECONDARY STUDENTS)

GCTC admits all eligible students without regard to race, color, national origin, or religious beliefs. In order to be admitted to a full-time program or career major at GCTC, applicants must:

a. Complete the online application.
b. Complete the Accuplacer Assessment at GCTC.
c. Meet additional admission requirements set forth under the Oklahoma Dept. of Health such as being current on immunizations, etc. if enrolling in any health-related career major,
d. Interview with the counselor and the instructor, and
e. Receive an acceptance letter.

Any student not currently enrolled in a high school, homeschool, alternative high school or a student beyond the age of compulsory attendance in Oklahoma, is classified as a post-secondary student. All career majors accredited for post-secondary education award a certificate to students who successfully complete that career major. The student must be considered a “regular” student in accordance with Title IV federal regulations in order for that student to be awarded federal financial aid.

ASSESSMENT CENTER

GCTC has an independent assessment center on campus. The assessment center provides a variety of services including: placement, certification testing, core competency testing and CTSO contest preparation.

ALTERNATIVE, SPECIAL, OR CONDITIONAL STUDENT

A post-secondary student who is enrolled for a purpose other than obtaining a completion certificate or who does not have a high school diploma, GED, or did not complete home schooling is considered an alternative, special, or conditional student. Such a student is not eligible for Title IV federal financial aid.

REGULAR STUDENT

A Post-Secondary (adult) student, who is enrolled for the purpose of obtaining a completion certificate in a CareerTraining program AND has a high school diploma, completed home schooling (based on the laws of the state in which the student was home-schooled), GED, or completed one of the states recognized equivalent test such as HISET.

If GCTC questions the validity of a student's high school diploma, further documentation will be collected. Acceptable documentation may include, a letter from the state education department in which the school is located, a letter showing eligibility from the school itself, or other documentation confirming the validity of the school. Self-certification from the student is not sufficient documentation. If validity of the school is unable to be determined, the student will not be eligible for federal aid and there is no appeal process.

FELONS IN THE CLASSROOM

Gordon Cooper Technology Center policy requires applicants for admission to report felony convictions. The purpose of this policy is to preclude admission to individuals that would pose an unreasonable risk to property or to the safety and welfare of the students and employees of the District. School district personnel must review applications from such candidates. The District has a responsibility to ensure a safe environment for all members of its community. Each case will be evaluated on its facts. The relationship of the nature, severity, and length of time since the crime to the interest and needs of the District will be assessed.

The following procedure has been established by the District with respect to processing applications for individuals who indicate on their application for admission that they have been convicted of a felony or dismissed for disciplinary reasons from another educational institution.

1. The submission of a written statement by the applicant with a description of the nature and circumstances surrounding the felony conviction/dismissal for disciplinary reasons.
2. Applicants may be required to obtain an OSBI criminal background check at applicant's expense.
3. Applicants may be required to provide references from the Department of Corrections, Parole Officers, and law enforcement officials. Applicants dismissed from other educational institutions may be required to provide references from the school or sign a release of information form for the appropriate educational entity.
4. Applicants may have to be present for a personal interview.
5. After a review of available information by the Review Committee, the Committee must

decide to deny admission, admit the applicant, or admit the applicant with certain conditions.

6. If the applicant is denied, the applicant has the right to be informed of the basis for the denial.The applicant is permitted an appeal of the decision. If the applicant appeals, the appeal will be reviewed by a second Committee appointed by the Superintendent or Superintendent's designee. The Committee shall consist of an Instructional Director and two (2) GCTC Representatives. The District reserves the right to add others to the Review Committee. An appeal must be filed within ten (10) calendar days.

HIGH SCHOOL ENROLLMENT

High school students will complete an online application. The applicant's high school will provide a high school transcript, test results and attendance record. Each applicant will interview with a GCTC representative to receive consideration for admission into a Gordon Cooper Technology Center Program. Attendance, transcripts, test scores and program interest will be strongly considered. Programs may require a second interview with the instructor. High school students spend one-half of their school day (3 hours) in an AM or PM program session, and the other half at their home high school. Gordon Cooper will provide high school students with grades/ courses taken each semester at Gordon Cooper Technology Center. Credit will be transcripted by their home high school.

TRANSFER CREDIT

The Instructor and/or a Director of Instruction will evaluate transcripts from other schools, colleges, and accredited institutions and credit may be given for appropriate units of instruction.

NURSING PROGRAM ADMISSION / ADULT AVIATION

***See the program handbook for specifics**

PROCEDURE TO WITHDRAW FROM FULL-TIME PROGRAMS

Post-Secondary (Adult) Student

Students desiring to withdraw from full-time programs shall obtain approval of the appropriate administrator. Students who withdraw shall return all textbooks and/or equipment, which is the property of the District. (DP-138)

High School Students

Students wishing to withdraw from full-time programs must follow the procedure outlined below:

1. See one of the following individuals in the Students Services Center: Secondary Counselor or Director of Instruction.
2. Notification of request by GCTC Secondary Counselor will be communicated to home high school counselors for approval.
3. Return all property to GCTC.
4. Withdrawal record will be kept on file.

INDIVIDUAL EDUCATION PLAN (IEP) AND/OR 504

GCTC complies with all state and federal laws and regulation regarding placement and services

for students attending GCTC under an IEP or Section 504. Adults requesting educational accommodations should contact the Adult Counselor, Eric Davis, at 405-273-7493, ext. 2264.

JOB PLACEMENT

The instructor will assist students in finding employment in their field when a student successfully completes the coursework. Available job openings are shared in the program.

CAREER TECH STUDENT ORGANIZATIONS (CTSO) AND CONTESTS

All students are invited to participate in the Career Tech Student Organizations. Dues are minimal and students who participate receive opportunities to go to leadership workshops, compete in leadership contests, join the National Technical Honor Society, the GCTC Leadership Academy, compete in skills competitions, and apply for local, state, and national office in their respective organizations.

Career Tech Student Organizations (CTSO) are set forth to introduce students to leadership skills and vocational skills that may be transferred to the classroom, the home, and the workplace. The organizations are formed to allow students to gain skills that may lead to the formation of positive goals and aspirations. Networking with other students, educators, business people, and industry leaders form common bonds, which increase student's options. Students who wish to join a CTSO but have a situation that would preclude payment of dues should set an appointment with the Director of Instruction to arrange for payments or a fee waiver.

Career Tech Student Organizations (CTSO) are an integral part of each training program's curriculum. To participate in CTSO contests beyond the local level, the student must belong to the student organization, which sponsors the contest. GCTC will provide funds for transportation, registration, and lodging, for students who are approved to attend.
The approval is based on teacher recommendation and student behavior. If a student has been suspended during the school year, the contest sponsor will decide whether to allow the student to participate in the contest. All students must ride school provided transportation to CTSO activities and field trips.

GCTC SPONSORS THE FOLLOWING CAREER TECH STUDENT ORGANIZATIONS (CTSO'S)

Business Professionals of America (BPA)
Family, Career, and Community Leaders of America (FCCLA)
Health Occupations Students of America (HOSA)
SkillsUSA

NATIONAL TECHNICAL HONOR SOCIETY

Gordon Cooper's most outstanding students are honored each year by induction into the National Technical Honor Society. Selection is based on an application of scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility. Students must meet the following criteria to be nominated for NTHS.

1. Nominees must currently be enrolled as a student at Gordon Cooper.

2. Nominees must have been enrolled for one full semester prior to nomination.
3. Nominees will be recommended by their instructor after the close of the first semester of enrollment.
4. Nominees must maintain no less than a 90% grade average at GCTC for the semester. Secondary students must maintain a 3.0 GPA at their home high school.
5. Nominees may have had no more than five (5) absences during the semester.
6. Nominees must be a member of their CTSO.
7. Nominees must have exhibited outstanding citizenship, leadership, and positive attitude qualities.
8. Nominees must show participation in Community Service Projects.

IV. SAFETY

ASBESTOS

GCTC has completed an asbestos management plan and inspects the district facilities yearly. Every six months, the building will be surveyed to see if the condition of any asbestos has changed. The management plan is available for review in the administration offices.

CONTAGIOUS OR COMMUNICABLE DISEASE OR CONDITION

Any student with a contagious or communicable disease or condition is prohibited from having contact with others at GCTC. The prohibition will continue until the student is not a risk to others. A doctor's note may be required for return. Board policy outlines steps the Superintendent will take to assure there is no risk to others.

EMERGENCY MEDICAL CARE

In the event of a serious accident requiring medical care, we will contact 911, the student will be taken to a local hospital by a designated representative or by ambulance. The parent/guardian or emergency contact will be notified. Costs associated with such emergency medical care or transportation will be at the expense of the student or student's parent or legal guardian.

HAZARDOUS MATERIALS

All containers of hazardous or potentially hazardous materials will be clearly labeled identifying it as hazardous. Each program instructor will conduct a safety orientation at the beginning of the school year explaining the hazards involved while working with or near the chemicals. Students are expected to wear appropriate PPE when working with hazardous materials or in a clinical environment where it is required. The orientation will also include a complete review of the Safety Data Sheet for each hazardous chemical.

INJURIES

All injuries must be reported to an instructor immediately. An accident report will be completed by the instructor and turned in to the administrative offices.

GCTC DIABETES PLAN

It is the responsibility of a student with diabetes to disclose this information to Gordon Cooper Technology Center. This information will be documented in Power School and the school nurse

will assist with planning and provide staff training as needed.

GCTC will develop a written plan that outlines each student's needs. (DP-160) Students will be asked to send the form to their physician to assist us in developing a plan and provide education to our staff to assist in the event of an emergency. A parent or adult student may refuse in writing to provide a plan.

SAFETY PROCEDURES FOR SHOP AND LABORATORY AREAS

Shop safety is given the utmost consideration. State school law 70-14-107 requires that eye protection must be worn under certain conditions. For GCTC staff and students, this is defined as any time a person is working or observing in a shop or laboratory area. All students are given one pair of safety glasses free of charge. Students are responsible for wearing the glasses while in shops and laboratories and are responsible for securing them when not in use. If students lose or fail to bring their glasses to school, the student will not be allowed to work in hazardous areas and will be referred to the bookstore to purchase another pair of glasses.

A safety test is given to each student and placed in the student's folder. Each student must pass the test with 100% accuracy before being allowed to perform lab or practical application.
All students are required to read and sign the handbook and safety test acknowledgement form at the beginning of their instruction at GCTC.

VACCINATION POLICY

GCTC follows the vaccination policies of our partner sending schools. Adult students may be subject to specific immunization requirements as determined by program requirements.

V. TUITION AND FINANCIAL ASSISTANCE

TUITION AND FEES

Resident high school students do not pay tuition or required GCTC fees, but may be required to pay for CTSO dues, and purchase supplies, tools, or uniforms in some programs. High school students are defined as students who attend a high school, or an alternative school in pursuit of a high school diploma, or are home schooled.

All post-secondary (adult) students are required to pay GCTC tuition (unless awarded a tuition scholarship). Some programs also require fees, books and resources as part of their institutional charges. Students may also be required to pay CTSO dues. Post-secondary students are defined as any student past the age of compulsory school attendance who is not enrolled in a high school, alternative school, or is not home-schooled.

Out-of-district tuition is determined by the Oklahoma Department of Career and Technology Education.

TUITION PAYMENT PROCEDURE

a. Tuition is due the first day of class unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from an agency, which will pay the student's tuition and fees.

b. A student may arrange with the finance office to make tuition payments throughout the length of the program in which they are enrolled. A student's tuition and fees must be paid in full or a payment plan in place before the student will be allowed to begin Work-Based Learning Experiences (WBL). Tuition and fees must be paid in full. A student may not enroll in any future programs or courses at GCTC until all tuition and fees are paid.
c. Students who withdraw prior to paying tuition and fees or before financial aid is arranged, will be invoiced for the tuition and fees owed according to the refund policy. Prior to any re-enrollment, said student must clear any outstanding accounts.
d. Tuition and fees will be charged for one section at a time and tuition and fees must be paid in full before being allowed to continue the subsequent sections.

PAYMENT

GCTC accepts personal checks, MasterCard and VISA for payment of tuition and books. Personal checks must include the name, address, phone number, and driver's license number of the person writing the check. There is a service charge of $25 on returned checks.

TUITION REFUND POLICY*

For each enrollment period or semester:

Withdrawal Date (from entry date)	Refund of Tuition and Fees
Within 10 days	100%
11 to 20 days	50%
More than 20 days	No Refund

The student will be responsible for payment of any tuition, fees, and book/tool/uniform charges not paid by Title IV aid or an agency.

Gordon Cooper Technology Center is a clock hour institution therefore is required to take attendance. This requirement establishes the withdrawal date as the last date of actual attendance.

RETURN OF TITLE IV FUNDS

Federal regulation specifies how a school must determine the amount of federal Title IV aid that a student earns if they don't attend all of the hours in which they were paid. All students receiving a Federal Pell Grant who withdraw, are dropped by the school for any reason, or who leave as a "Course Concentrator", (earned at least 240 hours but did not complete), are subject to the Return of Title IV regulation. The calculation is based on the percentage of the payment period the student has completed. The withdrawal date will be the student's last day of attendance.

Students who do not complete more than 60 percent of the payment period may be required to return a portion of their Pell funds to the U.S. Department of Education. Students may be billed for the portion the school must return. If it is determined the student earned more than 60%, all financial aid is considered to have been earned.

If an eligible student stops attending before receiving a Federal Pell Grant, the R2T4 will be performed to determine how much the student has earned. Aid will be processed based on the

number of scheduled hours enrolled before the last date of attendance. If a "Post Withdrawal Disbursement" (PWD) is owed, it will be paid on the next month's disbursement roster.

TITLE IV PROGRAM ELIGIBILITY

All applicants enrolled as post-secondary students in eligible programs may apply for Pell and OTAG by filling out a Free Application for Federal Student Aid (FAFSA) online at studentaid.gov. The FAFSA is also used to determine final eligibility for OK Promise, however the initial application is completed in high school.

Gordon Cooper Technology Center does not participate in the Title IV Federal Direct Loan programs. Students will not be able to obtain a student loan from a bank, from the U.S. Dept. of Education, nor from the school for attendance at GCTC.

The Academic Year, which is 900 hours 26 weeks at GCTC is used along with the information from the FAFSA to determine the amount the student is awarded.

Students eligible for the Federal Pell Grant will have tuition and fees and other cost, if authorized, deducted from the grant if they have a balance. Tuition and fees will be kept from the first money to come into the school. If tuition, fees, and other costs are paid by the Pell grant and an agency later sends money, the Pell grant funds will be refunded to the students. Students who expect to be funded by an agency must provide a letter from the agency.

RIGHTS AND RESPONSIBILITIES OF STUDENTS ELIGIBLE FOR TITLE IV AID

A Title IV-eligible student has the right to expect to receive an offer letter, which states the amount and expected disbursement date of Title IV federal financial aid (Pell Grant). An eligible student has the right to expect timely disbursement of Title IV federal aid. The first disbursement of the Federal Pell Grant will be within 4-6 weeks after starting class, after processing your first valid FAFSA, or after completing required verification, whichever is later. Checks will be printed and made available to be picked up at the Finance Office when a refund is created.

The date of subsequent disbursements is determined by successful completion (attended and passed) by the student of all the clock hours and weeks in the previous Pell payment period. Students are expected to attend the published clock hours in their program in order to receive payment for those hours. It is the responsibility of the student to be aware of the Satisfactory Academic Progress Policy. Those requirements must be maintained in order to continue receiving federal aid.

Tuition and fees will automatically be withheld from the Pell Grant. Book, tools, and/or supplies and uniform charges will be withheld if authorized in writing by the student. Any remaining grant money will be disbursed to the student. The majority of programs at GCTC charge all book and supplies as part of the program cost and are therefore treated as institutional charges. Students will receive all necessary items at the beginning of the program.

Students have the responsibility to use all Title IV federal financial aid only for educational

purposes to pay the cost of attending and earning a completion certificate from Gordon Cooper Technology Center. The cost of attendance includes, but is not limited to tuition, fees, required books, tools, uniforms, certification and licensing exam costs, food and housing costs, gasoline, costs to attend school, dependent child care costs, and personal care.

Students have the responsibility to notify the Financial Aid office of any changes in enrollment status, including withdrawal from school, changing from full-time to half time,and taking an approved Leave of Absence. Address changes also need to be reported to the Financial Aid Office.

Students have the responsibility to notify the instructor and/or director of the need for a Leave ofAbsence and fill out a Leave of Absence Request form prior to taking a Leave of Absence. Students may only have one Leave of Absence in a school year. The Leave must be at least five (5) consecutive school days. A student taking a Leave of Absence that is not within the definition of an approved Leave of Absence will be considered by the Financial Aid office to have withdrawn from school and regulatory "Return of Unearned Title IV Aid" calculations will determine if the school or the student will be required to return Pell grant money. If the school is required to return funds, the student will be responsible to repay the school the amount the school had to return.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress means that a student is proceeding in a positive manner toward the completion requirements of their program 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 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 financial aid must attend 90% of their payment period. When absences are greater than the allowed 10% excused absences, payment 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. Grades and attendance are printed from PowerSchool and the instructor signs off that the information is accurate. No progress report is required for an otherwise eligible student to receive their first payment.

QUALITATIVE MEASURE (GRADES)

- The student must have cumulative grade of "C" at the end of the payment period. Only the hours applicable to the program are included in the cumulative grade.
- If the student's overall grade is "D" or "F" they will be placed on Financial Aid Suspension, with an opportunity for appeal. If approved the student will be placed on probation for the next payment period.
- If the student fails to make a cumulative grade of "C" or above at the end of the probation period, the student will no longer be eligible for federal financial aid at Gordon Cooper Technology Center.

MAXIMUM TIMEFRAME 150 PERCENT OF PUBLISHED TIME

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

FINANCIAL AID SUSPENSION

If it is determined, at the SAP check, that a student is not meeting SAP the student will be placed on Financial Aid Suspension. A letter is mailed to the student explaining why they are no longer eligible for financial aid. They will also be sent an appeal form and given the information of their right to appeal.

REESTABLISHING ELIGIBILITY

A student may appeal if they feel there were extenuating circumstances for their grades falling below the requirement. (Examples: death of a relative, illness or injury, etc.) An appeal form is included with their suspension letter. Those who wish to appeal would complete the form explaining their situation, along with a plan for improvement.

The student has ten (10) working days from the date they were notified to submit the appeal form to the Financial Aid Coordinator. The student will be notified of the decision within ten (10) working days of turning in their paperwork. If denied the decision is final.

A student with a successful appeal will be placed on “Probation Status” for one payment period. If the student regains SAP standards by the end of this period, the student will be eligible
to continue receiving financial aid. If the student is not meeting SAP at the end of this period, the student will become ineligible for financial aid placed on “Financial Aid Suspension” with no opportunity for appeal.

If the student does not meet the requirements for an appeal, he/she will need to complete the next payment period at their own expense. Progress will be checked again at the end of each payment period while a student is on suspension. At the end of a “successful” payment period meaning the student now has at least a (“C” average) and it is mathematically possible to complete their program within 150% of the published time, their aid may be reinstated at the end of that payment period. If a student loses eligibility due to maximum timeframe, the student would have to change programs in order to regain eligibility.

MISREPRESENTATION

Gordon Cooper Technology Center strives to ensure that information made available to prospective and current students does not misrepresent the programs or statistical data presented in our consumer information. In the case of written allegations or complaints from an enrolled student or prospective students, the families of a student or prospective student, or a government official, the school will, within FERPA guidelines, address the complaint and attempt to resolve the problem. The school administration (Superintendent, Assistant Superintendent, or Director) may be involved in the conflict resolution.

VOCATIONAL REHABILITATION

If you have a disability, check with the Department of Rehabilitation Services at the following locations: If you reside South of Independence Street or in South Pottawatomie County or South Seminole County: 1400 Hoppe Blvd., Suite A, Ada, OK 74820 (580) 310-5301. If you reside North of Independence Street or in North Pottawatomie County or Lincoln County: 2401 N.W. 23rd St., Suite 59, Oklahoma City, OK (405) 522-7945.

GORDON COOPER TECHNOLOGY CENTER SCHOLARSHIP

It is the policy of the Gordon Cooper Technology Center District to provide, when financially possible for the district, scholarships for students that:

*Attend public or private high school while living in the GCTC District
*Were home-schooled while living within the GCTC District
*Qualify as a veteran that lives in the GCTC District

For additional information about scholarship amounts and guidelines review DP-210 by clicking DP-210 GCTC SCHOLARSHIPS or to complete application click here: GCTC Financial Aid Services.