

EOC TECH

Eastern Oklahoma County Technology Center

STUDENT HANDBOOK

2019 - 2020



EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

2019-2020 STUDENT HANDBOOK

**Eastern Oklahoma County Technology Center
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NOTICE OF NON-DISCRIMINATION

Eastern Oklahoma County Technology Center does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, or activities. For inquiries concerning this policy, contact Brent Casey or Chris Helling at Eastern Oklahoma County Technology Center, 4601 N. Choctaw Road, Choctaw, OK 73020. Tele: (405) 390-9591

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ABOUT EOC TECH

MISSION STATEMENT

Empowering individuals, employers, and communities to achieve success.

VISION STATEMENT

Excellence through education and training.

CORE VALUES:

Service: We value open communication and are committed to providing quality services and opportunities.

Professionalism: We value ethical practices and encourage personal and professional growth.

Recognition: We value the accomplishments of students and staff.

THE 4 R's:

- **Ready to Learn:** Follow Instructions | Ask for Help | Stay on Task | Listen | Work with Others
- **Responsible:** Follow Instructions | Stay on Task | Ask for Permission | Manage Time Well | Accept Consequences
- **Respectful:** Follow Instructions | Greet Others | Listen | Disagree Appropriately | Address Authority Appropriately
- **Ready to Work:** Follow Instructions | Ask for Help | Stay on Task | Share with Others | Work with Others

Campus Facilities

Eastern Oklahoma County Technology Center (EOC Tech) was constructed in 1982 on an eighty-acre site in Eastern Oklahoma County, just north of Choctaw, Oklahoma. The facility has 101,081 square feet of floor space and hard surface parking for over 500 cars. All classrooms are air-conditioned. Complete ventilation systems and safety equipment are installed in all shops. All shops and labs are equipped with the latest models of equipment and each career program is completely equipped to handle training experiences for all students. Eastern Oklahoma County Technology Center serves the schools districts of Choctaw-Nicoma Park, Harrah, Jones, and Luther.

EOC Tech's campus is comprised of 4 buildings: Main Building, Adult Day Center, Business Development Center, and Public Services. **A map of EOC Tech's campus is given in the back of this Handbook.**

EOC Tech has instructional, laboratory, and other physical facilities related to many career programs. The Academic Center is designed to assist all students with testing. Academic specialists provide assistance with math that may be required in a career program, and assistance with written communication and job preparedness. The EMT career programs and the Nursing Assistant career program both have labs that provide students with hands-on practice of skills necessary in these professions.

Persons Designated to Provide Consumer Information

Janie Prior, Financial Aid Coordinator, and Chris Helling, Director of Instructional Services, are designated as the employees responsible for disbursing information to all students at Eastern Oklahoma County Technology Center, District #23. They may be reached at (405) 390-5344, or (405) 390-5309, respectively.

Janie Prior, Financial Aid Coordinator, is available to assist students and to discuss questions a student might have regarding financial aid options at EOC Tech. If Ms. Prior cannot be reached, students may also send an email to jprior@eotech.edu, or contact Amanda Haynie, Student Services Administrative Assistant at (405) 390-5343.

Accreditations

Eastern Oklahoma County Technology Center (EOC Tech) is accredited by the Oklahoma State Board of Career and Technology Education (ODCTE) and the Oklahoma State Department of Education (OSDE). The curriculum in each career major must meet OSDE and ODCTE criteria. Full-time career majors are also approved by the Oklahoma State Accrediting Agency (SAA) for VA Educational Benefits.

Current or prospective students wishing to review documents describing the institutions accreditation, approval or licensing should submit a written request to the Director of Educational Services or the Director of Instructional Services. Within ten (10) working days of submission of the request, documentation will be made available for inspection.

Several career majors have also been accredited by their related professional organizations:

- Early Care & Education – National Association for the Education of Young Children (NAEYC)
- Automotive Service Technology - Automotive Service Excellence (ASE)
- HVAC – Partnerships for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA)
- Welding - American Welding Society (AWS)
- Paramedic - Committee on Accreditation of Allied Health Education Career Programs (CAAHEP)

2019-2020 Eastern Oklahoma County Technology Center Calendar

August 2019						
S	M	T	W	T	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 2019						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
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					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 2019						
S	M	T	W	T	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 2020						
S	M	T	W	T	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 2020						
S	M	T	W	T	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

March 2020						
S	M	T	W	T	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 2020						
S	M	T	W	T	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 2020						
S	M	T	W	T	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						

- Aug 13 – First Day of Class for EOC Students
- Sep 2 – Labor Day – Building Closed
- Oct 17-18 – Fall Break – Building Closed
- Oct 21 – Fall Break – No Students
- Nov 27-29 – Thanksgiving Break (Building Closed)
- Dec 23 – Jan 3 – Christmas Break – Building Closed
- Jan 6 – Professional Development – No Students
- Jan 7 – EOC Classes Resume

- Jan 20 – MLK Day – No Students
- Feb 17 – Presidents' Day – No Students
- Mar 17-19 – Spring Break – No Students
- Mar 20-21 – Spring Break – Building Closed
- Apr 10 – Good Friday – Tentative Holiday
- May 5 – EOC Graduation
- May 22 – Last Day of Class for EOC Adult Students
- May 25 – Memorial Day – Building Closed

EOC TECH PERSONNEL

EOC Administration

Dr. Terry Underwood, tunderwood@eotech.edu, x224
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 Gideon, Emily, egideon@eotech.edu, x304

Superintendent
 Assistant Superintendent
 Business Manager
 Director of Business and Industry Services
 Director of Instructional Services
 Director of Operations
 Director of Community Outreach & Communications
 Director of Educational Services

EOC Board of Education*

Larry Stephens President
 Rodney Albee Vice-President
 Gary Howard Clerk

Dennis Delano Member
 Greg Henry Member
 Bill McCully Treasurer

**The EOC Board of Education meets at 9:00 a.m. on the first Wednesday of the first full week of each month. The Board agendas may be viewed online at <http://www.eoconline.com/eotech/about-eoc-tech/about-school-board/>.*

EOC Foundation Board

Judy Rollins Honorary Chair
 Randy Goodman, P.C. Vice Chair
 Dean Dull Treasurer
 Butch Freeman Member
 Dwaine Penner Member
 Carmalieta Wells Member
 Frank Beane Member

FACULTY

Architecture & Construction

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Arts, Audio/Video Technology & Communications

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 Hlavaty, Ben – Digital Media Instructor, bhlavaty@eotech.edu, x268
 Tracy, Travis – Web/3D Design Instructor, ttracy@eotech.edu, x302

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Information Technology

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Law, Public Safety, Corrections & Security; and Health Science

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Science, Technology, Engineering & Mathematics (STEM)

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STAFF

Business Office

Jack, Melissa - Accounts Payable/Inventory, mjack@eotech.edu, x228
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McCully, Bill – Treasurer/Comptroller/Activity Fund, bmccully@eotech.edu, x368

Marketing

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Martinez, Guillermo – Marketing Assistant, x221

Student Services

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Stapleton, Anna – Business & Industry Services Administrative Assistant, adokken@eotech.edu, x223
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Wiseman, Craig - Adult Career Development Supervisor, cwiseman@eotech.edu, x222

Public Services (Fire Academy and EMT Training)

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Stanaland, Brian – Public Services Coordinator, bstanaland@eotech.edu, x281

Information Technology

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Facilities Operations

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Child Development Center

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Adult Day Services

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Food Service

Peterson, Russell - Food Services Manager, rpeterson@eotech.edu, x308/x354

CLASS SCHEDULES

High School and Full-Time Adult (FT) Students

Full-time career programs meet Monday – Friday, morning session 8:20 a.m. to 11:00 a.m., and afternoon sessions 12:00 p.m. to 2:35 p.m. Secondary students may attend either the morning or the afternoon session. Adults may attend the morning or afternoon session as a half-time student; or adults may choose to attend both sessions as a full-time student.

Pell Grant students must attend at least 22 clock hours per week to be considered as full-time, or attend at least 11 clock hours per week to be considered as half-time (Mon-Fri). For VA purposes, full-time status requires at least 22 clock hours per week, and half-time status requires at least 11 clock hours per week (Sun-Sat).

Break times are 9:30 a.m. to 9:50 a.m. for AM students, and 1:05 p.m. to 1:25 p.m. for PM students. Full-time adult students may attend both break times.

EXPLORE Program for Secondary Students

This program is an elective semester course for high school sophomores. There is no prerequisite. **Transportation is provided by EOC Tech and is the students' only transportation option.**

Students receive an initial four-week orientation to the *CareerTech* and college connection, career assessment through OKCareerGuide.com, career planning, and general safety. After completing the orientation period, students may choose up to five career programs to explore for three-week rotation periods. Students may choose up from the following career programs:

- Automotive Service Technician
- Business, Management & Administration
- Finance
- Computer Repair
- Networking
- Digital Cinema
- Digital Photography
- 3D Design
- Web Design
- Early Care & Education
- Residential/Commercial Electrician's Assistant
- Basic Firefighter
- Graphic Arts
- Certified Nursing Assistant (LTC)
- Residential/Commercial HVAC
- Service Careers
- Welding
- STEM (Pre-Engineering)

The following are the class schedules for EXPLORE students:

- **JHS Sophomores** 1st & 2nd periods approximately 8:20 am – 9:30 am
- **CHS Sophomores** 2nd period, approximately 9:30 am - 11:05 am
- **LHS Sophomores** 5th & 6th periods, 12:00 pm - 1:30 pm
- **HHS Sophomores** 6th & 7th periods, 1:30 pm - 2:35 pm

ADMISSIONS AND ENROLLMENT FOR FULL-TIME CAREER MAJORS

High School Students (In-District)

Contact your High School Counselor about enrollment at EOC Tech. Juniors and seniors at Choctaw, Harrah, Jones or Luther schools may enroll during regular high school enrollment periods and receive credit toward their high school enrollment periods and receive credit toward their high school diploma. Students may choose from AM or PM class periods. There is no tuition charge for high school students. The procedure is as follows:

1. Talk to counselor at your high school.
2. Complete EOC Tech pre-enrollment form with either your High School Counselor or an EOC Tech Student Services Advisor.
3. Watch for postcard sent out in Spring announcing the "Summer Up" schedule for May-June.
4. Attend "Summer Up" in May-June to complete paperwork and finalize enrollment.
5. **Students are not enrolled at EOC Tech until enrollment is finalized at "Summer Up".**
6. Career programs fill up quickly. Missing "Summer Up" may jeopardize being able to enroll in the career program of choice indicated on the pre-enrollment form.

Home-School Students (In-District and Out-of-District)

Students being home-schooled or attending private school must be at least 16 on or before November 1st in the year of enrollment to be admitted and allowed to enroll at EOC Tech. Students may attend in the AM or PM and will be considered as high school students. Transportation is the responsibility of the individual and must be in compliance with established guidelines and policies of EOC Tech.

Students will need to provide sufficient evidence of participation in a home-school situation and meet the following admission requirements:

1. Residence/Tuition Agreement – an applicant residing in the EOC Tech district is not charged tuition for the duration of that residency. An applicant residing out-of-district may be accepted pending career program availability, **and may be required to pay tuition.**
2. Provide a current copy of immunization records or letter of exemption.
3. Meet the prerequisites established for the career program.
4. Provide a valid transcript; or provide a written curriculum outline for the course of study provided to the individual two years prior to application for admission or duration of home-schooled time, if less than two years.
5. Provide a report of mid-term and/or final test scores for the course of study which must include formal class hours per week in which the applicant has participated.

6. Provide standardized test results from a nationally-recognized standardized assessment administered within the last 1 year. Other assessments may be considered.
7. Once admission requirements have been met, the student will complete an enrollment application and may be enrolled in the career program of choice if there is space available.

High School Students (Out-Of-District)

An out-of-district high school student may be admitted to Eastern Oklahoma County Technology Center if their Tech Center does not have a program of interest and EOC Tech does. The admission process is as follows:

1. Make an appointment with your Technology Center's advisor about your desire to attend EOC Tech. That advisor will contact Student Services at EOC Tech, (405) 390-9591, to discuss the possibility of admission.
2. Go to your High School Counselor and request the following be sent or taken to: EOC Tech, Attn: Student Services, 4601 N. Choctaw Rd, Choctaw, OK 73020:
 - Current Transcript
 - Attendance Records
 - Discipline Records
3. Schedule and take EOC Tech Assessment Testing.
4. A phone call from your High School Counselor is required to discuss enrollment time-frame possibilities.
5. Once all the above is completed, an EOC Tech Student Services Advisor will contact you to set up an appointment to discuss the possibility of admission.
6. High school students who reside outside of the EOC Tech district may be charged for career major costs.

Once all materials and the interview have been completed, the Administration and Student Services personnel will determine acceptance into EOC Tech. Be advised that EOC Tech will admit in-district students as a priority; if space is available, out-of-district students may be admitted.

Full-Time Adult Students (FT)

Adult students interested in enrolling at EOC Tech must contact a Student Services Advisor to discuss career program availability and career advisement. Note: EMT and Fire Academy have special admission and enrollment procedures. Please contact the EMT/Fire Administrative Assistant in Public Services at 405.390.5315 for more information.

The FT Adult admission and enrollment processes are as follows:

1. Schedule an appointment to take an assessment test. Dates are limited and are usually on Wednesday.
2. Begin the application process for financial aid, e.g. FAFSA, VA, Tribal, etc., in order to have required documentation ready at time of enrollment.
3. Contact Student Services and schedule an appointment with a Student Services Advisor to review assessment testing and career program choices.
 - a. Bring a copy of High School Diploma, High School Transcript, or GED.
 - b. Complete Adult Student Information form to complete the pre-enrollment process.
4. Adult students will be sent a letter in Spring notifying them of the Enrollment Intake dates in May-June.
 - a. Students will need to call Student Services to schedule their Enrollment Intake appointment.
 - b. Students should finalize their financial aid paperwork before the Enrollment Intake date.
5. Students will meet with a Student Services Advisor on that date to finalize the student's enrollment and to discuss how the student will pay tuition.
6. Students will pay tuition not covered by funding agency or FAFSA.
7. Provide evidence of all previous education and/or training. All previous education and/or training is evaluated and given credit when appropriate.
8. Students who pre-enroll for the fall semester receive a letter about Orientation and the first day of classes.

Students no longer enrolled or attending high school must be at least 16 years of age and have the permission of their parent/guardian to enroll as an adult student. A signed consent from the high school principal of the school district in which they reside is also required. However, the student is not eligible for financial aid from EOC Tech.

Adult Students in EMT and FAC

Students should contact the EMT/Fire Administrative Assistant in Public Services at (405) 390-5315 for more information regarding admission into either an EMT or FAC career major.

VACCINATION INFORMATION

The following are resources regarding vaccinations and immunizations:

- **CITY-COUNTY HEALTH DEPARTMENT** – Complete information regarding immunizations provided for all Oklahoma counties can be located at their website, www.cchdoc.com/.

- **INTEGRIS SOUTHWEST MEDICAL CENTER'S EMPLOYEE HEALTH (636-7336) –** located in Medical Office Building, 4200 S. Douglas, Medical Office Bldg, Suite 214. Available Monday-Friday 7:00 a.m. - 4:00 p.m. **Fees listed below.**
- **INTEGRIS BAPTIST MEDICAL CENTER EMPLOYEE HEALTH (951-2903),** located in Physician Building (Bldg A), 3435 N.W. 56th Street, Suite 909. Available Monday-Friday 7:00 a.m. – 4:00 p.m. **Fees listed below.**
- **Estimated Fees for Integris Baptist & Integris Southwest Vaccines/ Titters:**
 - Rubella or Varicella Titer \$ 23.00
 - Rubeola or Mumps Titer \$ 30.00
 - Hepatitis B dose or titer \$ 40.00
 - TB Screen \$ 10.00 **(No TB screens done on Thursdays)**
 - (No live vaccines are given to students. The only vaccine students can receive from
 - INTEGRIS Employee Health is Hepatitis B.)

STUDENT SERVICES

Navigating through the educational process at times can present challenges and opportunities. EOC Tech is committed to helping students achieve their educational and career goals. We invite you to come by and visit our offices at any time. Our goal is to assist you and make your educational experiences at EOC Tech the best! The following is a summary of the services available to students enrolled at EOC Tech:

Full-Time Career Major Information

The Full-Time Career Majors currently have At-A-Glance sheets that include career major course sequences, the approximate length it will take to complete the career major, cost of tuition and other estimated costs, available certifications, and how to earn college credit. The At-A-Glance sheets may be requested from Amanda Haynie, Student Services Administrative Assistant at ahaynie@eoctech.edu, or (405) 390-5343. A summary table of career majors is located in the back of this Student Handbook.

Plan of Study

Adult Students will meet with Advisors and their instructors to review the student's Plan of Study. The Plan of Study covers the following: (1) Career major information; (2) Course grades; (3) Workplace/College information; (4) Progress towards a nationally-recognized certification; and (5) Enrollment options for next school year (last meeting of year).

Academic Center (AC)

The Academic Center provides learning assistance for all students. Services include academic and career assessment, career major testing, academic remediation, study skills and computer literacy instruction. The AC is open during regular school hours.

Leadership, Employability, Academics, and Problem Solving (LEAP) Instructors

Leadership, Employability, Academics, and Problem Solving (LEAP) works alongside the various career majors to enhance the college and career readiness of students. Cooperatively working with the classroom instructor, as well as local employers and industry, students are taught what employers are looking for in a new hire and how to advance in position and wage in that field of work. Learning how to communicate and work in a team is an essential skill in today's workforce. This class provides students an opportunity to learn or refine those skills. From resume writing and interviewing skills to college scholarships and financial planning, this class covers many life skills that will be needed by students as they take the "LEAP" into the next stage of their careers.

Counseling Services

Counseling services are offered to students to assist them in career preparation, career guidance and enrollment. The Student Services staff assists students in career planning, life skills, personal development, problem-solving and professional enhancement.

Special Accommodations

Eastern Oklahoma County provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA).

Americans with Disabilities Act (ADA)

Eastern Oklahoma County Technology Center, in compliance with Section 504 of the Rehabilitation Act of 1973 insures: "No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any career major or activity which receives or benefits from Federal financial assistance."

- It is the policy of Eastern Oklahoma County Technology Center not to discriminate on the basis of disability in its educational career majors or activities.
- Accommodation for a disabled student is not about assuring success, but about ensuring equal access to a career

major.

- A student seeking enrollment in an Eastern Oklahoma County Technology Center class, full-time or short-term, can request accommodations if they have a legitimate, documented disability (mental or physical impairment which substantially affects the student's academic achievement).
- Students must provide documentation of disability, such as doctor's statements, medical records, medical evaluations, Voc-Rehab assessments, etc.
- An adult student served by special education services in high school must provide documentation (copy of IEP, eligibility and psychological assessment) and request accommodations as an adult.
- Students requesting accommodations must meet attendance requirements and participate in the career major without being disruptive to the learning environment.
- Documentation and information about accommodation for a particular student is confidential and will be made available on a need-to-know basis only.
- Disabilities include "invisible disabilities" such as learning disabilities, chemical sensitivity, medical conditions, or temporary conditions resulting from accident or health related, etc.
- Illegal drug use, whether recreational or habitual, is not protected under ADA.
- The school will provide accommodations only if:
 - The student requests accommodations;
 - The student needs accommodation to gain equal access to a career major; and
 - Proper and sufficient documentation is presented with the request for accommodation.
- Reasonable accommodations are not appropriate for a student under these circumstances:
 - The student or the student's behavior poses a direct threat to the health and safety of others;
 - A substantial change to an essential element of the curriculum has been requested for consideration;
 - A substantial change in the manner in which you provide educational opportunity (separate facilities, home-based instruction, etc.) has been requested for consideration; or
 - The requested accommodation presents an undue financial or administrative burden.
- Student disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational career programming and/or facilities may request a hearing before an impartial hearing officer.
- Please contact the Special Needs Advisor in Student Services for more information and/or to request special accommodations.

Job Placement (except EMT and FAC)

EOC Tech will assist with job placement in a variety of ways, but does not guarantee every student a job. Although a job placement advisor is not on staff, other services are available to help students gain employment. Job vacancies are posted online on the school website at www.eoclive.com/jobboard.

Instructors assist students with placement. Since the instructors work closely with area companies, they frequently become aware of job opportunities. Job search skills classes are taught to help students with the complex process of finding employment. Job placement assistance will be available for at least six months after graduation.

On-the-Job Training (except EMT and FAC)

On-the-Job training (OJT) with an equal employment opportunity employer is available to secondary and adult students who have met the requirements set forth by their instructor(s). The student must meet the standards established by EOC Tech and home high school (for secondary students) including attendance, academic performance and discipline policies.

Prior approval must be given by the Director of Educational Services or the Director of Instructional Services before a student is allowed to be placed. A student's placement may be revoked at any time if sub-standard performance is witnessed by the employer or is affecting school work.

Shadowing opportunities may be available to students in the first year to observe professionals in their respective occupations. This is dependent on the career major requirements. Both OJT and shadowing experiences vary with each career major.

Instructors are responsible for arranging and monitoring these experiences.

Student Organizations (except EMT and FAC)

Membership in various career student organizations offered at EOC Tech is an integral part of the instruction in each career major. Students are encouraged to participate in these activities which provide an opportunity to develop leadership potential and social experiences for professional development.

Members also will have the opportunity to participate in local, state, and national skill and leadership contests. Organizations available at EOC Tech include Skills USA, Health Occupation Students of America (HOSA), Family Career and Community Leaders of America (FCCLA) and Business Professionals of America (BPA).

EOC Tech also participates with the National Technical Honor Society (NTHS) which recognizes outstanding career tech students. Nomination requirements for NTHS include the following: (1) "A" average for 2 consecutive nine-week periods, for the 1st and 2nd

nine weeks or 2nd and 3rd nine weeks; (2) No more than 3 excused/unexcused absences combined (does not count school activities) during 2 consecutive nine-week periods; (3) Student must be a member of their Career Tech student organization; (4) Recommendation from instructor; and (5) Student must be attending full-time.

Student Services Staff

- **Jennifer Burch, Academic Center/Data Coordinator, ext. 248** - The Academic Center is designed to meet the educational needs of students by providing academic assistance. Each student's level of achievement in basic education is determined through assessment. The AC staff then provides individualized instruction in the areas of reading, language, and basic math. Computer-aided instruction is available for ACT and GED preparation. AC services are available to both full and part time students as well as the residents of the EOC Tech district by appointment.
- **Trisha Christensen, Student Advisor/Counselor/Academic Contracts, x240** – Gives career and educational assistance to high school students and adult students. She helps students choose an EOC Tech career major that fits the student's interests and skills. She is a resource for assessment interpretation, Next Step scholarship information, college admissions and scholarships. In addition, she works closely with Rose State College and the Academic Contracts (college credit) that is offered to students in approved program areas.
- **Vickey Davies, Transition Specialist, ext. 250** – The Transition Specialist provides transitional school-to-work experiences for students which will lead to competitive employment opportunities. The Transitional Career Program is designed to provide career assessment, pre-employment training, community work experience, employment support, and follow-up services for students.
- **Jana Gaddis, LEAP/Math Instructor, ext. 256** – Leadership, Employability, Academics, and Problem Solving (LEAP) works alongside the various career majors to enhance the college and career readiness of students. Cooperatively working with the classroom instructor, as well as local employers and industry, students are taught what employers are looking for in a new hire and how to advance in position and wage in that field of work. The Math Instructor also helps students in each career and technical career major to understand and apply math that relates to their industry or trade. Algebra II and Geometry classes are also offered for high school credit to qualifying technical and industrial students.
- **Justin Gerry, Explore Instructor, ext. 365** – The Explore instructor is primarily responsible for the development of career awareness with sophomore students. Students will spend time studying the career cluster system, performing self-assessments and exploring specific career paths open to them. Each student will be able to spend up to 20 clock hours in a career major to determine if they would like to enroll as a full time student in the future. High school and college plans will be discussed and job skills and requirements will also be taught. Students will also receive orientation on the career majors offered at EOC Tech.
- **Kim Gunn, Student Advisor/Special Needs Advisor/Distance Learning, ext. 204** – Gives career and educational assistance to high school and adult students. She helps students choose an EOC Tech career major that fits the student's interests and skills. She is a resource for assessment interpretation, Next Step Scholarship information, college admission and scholarships. In addition, she works closely with special needs students to determine reasonable accommodations and provide necessary services. She serves as the EOC Tech representative at IEP meetings with partner schools.
- **Kristy Johnson, LEAP Instructor, ext. 241** – Leadership, Employability, Academics, and Problem Solving (LEAP) works alongside the various career majors to enhance the college and career readiness of students. Cooperatively working with the classroom instructor, as well as local employers and industry, students are taught what employers are looking for in a new hire and how to advance in position and wage in that field of work. Learning how to communicate and work in a team is an essential skill in today's workforce. This class provides students an opportunity to learn or refine those skills. From resume writing and interviewing skills to college scholarships and financial planning, this class covers many life skills that will be needed by students as they take the "LEAP" into the next stage of their lives. Additionally, she helps students understand the connection between their technical training at EOC and the opportunities for college credit. She is the liaison between EOC Tech and community colleges in the state of Oklahoma.
- **Janie Prior, Financial Aid Coordinator/Registrar, ext. 278** – The Financial Aid Coordinator assists all adult students with Pell Grants, Oklahoma Tuition Aid Grant (OTAG), the Otha Grimes Scholarship, Veteran's Administration (VA), tribal assistance, OK's Promise and the payment plan to be used towards the costs of eligible career majors. She is the VA School Certifying Official. She also provides students with official transcripts of their completed coursework.
- **Kortni Root, Educational Services Assistant, ext. 249** - All prospective students entering a full-time career major are required to take the assessment test which consists of the ACCUPLACER as well as the OK Career Guide. The Work Keys assessment test is available to current EOC Tech students free of charge. Testing is scheduled by appointment only.

Transfer of Credit (Advanced Standing)

Students who would like to be considered for advanced standing should present industry certifications to the Registrar when

deciding which career major to enroll during the admission process. The Registrar will contact the instructor and will evaluate previous education and/or training documentation and determine whether or not the student may receive advanced standing for EOC Tech courses in the student's major of choice. Advance standing reduces the total number of career major course/hours that the student will need to complete at EOC Tech.

When a student completes EOC Tech courses with at least a 73%/C grade average in one major and then changes to another major, advanced standing may be given for EOC Tech courses which are duplicated in the second major. The only exception is the EMT majors, which are not eligible for partial credit if the student has to re-take an EMT major in the future.

NOTE FOR EMT AND FIRE ACADEMY MAJORS ONLY: Students applying for Veteran's Educational Benefits must have prior education and training evaluated for possible advanced standing credit. Students cannot be certified for benefits until this evaluation has been completed. Students are responsible for providing official college transcripts and the Joint Services Transcript (or the CCAF for Air Force only) to the School Certifying Official (SCO) in the Financial Aid Office which will be used in this evaluation.

Academic Contracts (College Credit)

The Cooperative Alliance Program is a partnership between Eastern Oklahoma County Technology Center and Rose State College (RSC). This partnership allows high school and adult students the opportunity to earn college credit at RSC for completing course work at the technology center. Students have the opportunity to build a college transcript while still in high school. Note: The grade(s) you receive from the technology center will be transcribed on a Rose State transcript. **Cost: \$8.00 per credit hour to be paid by the student to Rose State College.**

The following career majors at EOC Technology Center offer Academic Contracts:

- Computer Repair and Networking
- Business Management Administration/Accounting
- Web Page Design
- Digital Media
- Early Care and Education of Children

To find out more about specific hours available for college credit, contact Trisha Christensen at tchristensen@eotech.edu, or (405) 390-9591, x240.

Distance Learning (Rose State Courses)

Distance learning is an opportunity for juniors and seniors in high school to earn college credit concurrently through Rose State College. These courses are available at EOC Technology Center to ALL sending school students, including: Choctaw, Harrah, Luther, Jones, and Life Christian Academy. This service is also available to adult students who are finishing a major or certification with EOC Technology Center. Students who are interested should contact Kim Gunn at kgunn@eotech.edu, or (405) 390-5354.

The classes are broadcasted via Interactive Television (ITV) system. In order to participate in concurrent enrollment as a high school junior, you must have a minimum ACT composite score of 21. As a senior in high school, you must have a minimum ACT composite score of 19. Note: Students must have a 19 sub score in English to enroll in English Comp I and a sub score of 21 in Mathematics to enroll in College Algebra.

The next step is to contact Jan Bugby, the Director of Academic Outreach/Distance Education at Rose State College. You must go through Jan to ensure you are enrolled in the correct section at EOC Technology Center. She can be reached at 405-733-7951. A concurrent enrollment packet can be picked up in the counseling office or filled out on the Rose State College website. Students must be admitted and enrolled before the first day of classes for Rose State.

The following is a list of Rose State Courses that are usually available via Interactive Television:

- English Comp I
- American Federal Government
- Introduction to Psychology
- U.S. History since 1877
- College Algebra

Courses are usually offered on M-W or T-Th for 1 hr. 15 min. between the hours of 8:00 a.m. and 3:15 p.m. Schedules will be finalized in spring/early summer and available in Student Services.

In addition, there are usually courses available online. The following is a list of the possible online courses:

- English Comp I
- English Comp II
- U.S. History to 1877
- U.S. History since 1877
- American Federal Government
- College Algebra
- General Physical Science
- Introduction to Psychology

To find out about distance learning, students should contact Kim Gunn at kgunn@eoctech.edu, or (405) 390-5354.

TUITION AND OTHER CHARGES

Career Major Tuition Charges

For all full-time career majors (except EMT and FAC), adult students who are enrolled in full-time, daytime career majors will be charged \$2.00 per clock hour based on the length of the career major which they enroll in for the 2019-2020 school year. For example, if the career major has 900 clock hours, the Tuition charged will be \$1,800.00.

If the student is a returning student for 19-20, the student owe for the courses not completed as of May 17, 2019. For example, a returning student has completed 510 hours of coursework in a career major that has 840 hours. The student will owe for the remaining 330 hours x \$2.00 per hour, or \$660.00 to complete that career major. Once the student completes that major and possibly enrolls in another major, then the student will owe for any courses not yet completed in the new career major at \$2.00 per hour.

Students will be billed for half the Tuition for the fall semester and half for the spring semester. Using the first example above, the student would owe \$900 for the fall semester and \$900 for the spring semester. The student in the 2nd example would owe \$660 for the fall semester. Students may request the EOC Payment Plan which will allow the amount owed for a semester to be divided into 3 payments (50%/25%/25%). Please refer to the EOC Payment Plan section of this Student Handbook.

The table in the back of this publication has the more information about the career majors offered for 2019-2020, and the Tuition cost of each major.

Career Major Payment Information (except for EMT and FAC)

Adult students are responsible for payment arrangements through self-pay, financial aid, EOC Next Step Scholarship, tribal assistance, and/or outside agencies before enrollment. Generally, payments are due no later than the first day of August. Payment plan arrangements may be requested by contacting Janie Prior, Financial Aid Coordinator. The student will sign a Student Payment Contract. See the EOC Payment Plan section in this Handbook for more information.

Students usually enroll in one career major at a time. Once a student completes all coursework within a career major, they may continue in a new career major. However, students must see a Student Services Advisor to be enrolled in subsequent career majors in order to determine advanced standing for courses already completed and additional tuition that may be owed at that time.

There are no career major costs for secondary or home school students who reside in the EOC district. Secondary students who are out-of-district and home school students who do not reside in the EOC district may be charged for career major costs based on the information listed above.

Pell Grant students will be granted an "extension of credit" after the Financial Aid Coordinator has received a valid Free Application for Federal Student Aid (FAFSA) from a student who is enrolled in a Pell-eligible career major. A valid FAFSA means that the student has satisfactorily completed the verification process and any conflicting information has been resolved as determined by the Financial Aid Coordinator.

Payments for Tuition will automatically be deducted from students' Pell Grant disbursement checks until all career major charges have been paid in full. Any remaining Pell Grant amounts will be disbursed to the students as described in their Award Letters. Students who qualify for a partial Pell Grant that doesn't cover the career major tuition total will be required to pay the difference by the first day of class, unless a payment plan has been requested and approved by the Financial Aid Coordinator.

Students receiving tuition assistance from an outside agency will be allowed to defer payment of career major school charges upon receipt by the Financial Aid Coordinator of an authorization letter and/or contract from that agency.

Payment from Funding Sources

If a student has confirmed eligibility with more than one funding source, e.g. Pell Grant, etc., the Pell Grant is usually applied to

the account charges first and any other funding sources are disbursed to the student to assist them with other educational expenses like transportation, uniforms, child care, etc. If the funding source is considered to be "tuition specific", those funds have to be applied to the student's account first and cannot be disbursed to the student, e.g. WIAO, DRS.

If there are still unpaid school charges once the Pell Grant has been applied, then other funding sources like OTAG, OK Promise, tribal, etc., are applied to the student account. Any funding in excess of the student's school charges is disbursed to the student. If there are unpaid school charges after all funding sources have been applied, the student must self-pay the remaining balance by the first day of August. If a student has applied for a payment plan, the student would be required to self-pay 50% of the remaining school charges by the first day of attendance, or by the deadline set for EMT and Fire Academy majors.

EOC Payment Plan

Students can apply for the EOC Payment Plan by contacting the Janie Prior, Financial Aid Coordinator, at (405) 390-5344, or at jprior@eoctech.edu. Students will sign a Student Payment Contract. The payment plan policy requires 50% of the school charges as the first payment, 25% as the second payment, and 25% as the third and final payment. If the student has confirmed eligibility with the Pell Grant, OTAG, OK Promise, VA, tribal, etc., then those deferred amounts are deducted from the school charges and the payment plan is applied to anything not covered by financial assistance.

Other Career Major Costs

For all career majors (except for EMT and FAC), required books, supplies and tools are included in the price of Tuition and remain the property of EOC Tech. Students are responsible for the care of all school-owned property assigned to them. All students may be required to pay for replacements if items are lost or stolen, and for certifications. Please refer to the career major information listed in subsequent pages of this catalog for more information.

EOC Tech does not offer housing or board for its students. All students live off-campus and are required to provide their own transportation. Transportation on an EOC Tech bus is available from each of the four district high schools for secondary students.

EMT Basic, Advanced EMT, Paramedic and the Fire Academy have different school charges that include Tuition and most Fees. Books, Supplies and Uniforms are out-of-pocket expenses that are the responsibility of the student to acquire. Students should contact the EMT/Fire Administrative Assistant in Public Services at (405) 390-5315 for more information.

FINANCIAL AID INFORMATION

Federal Pell Grant Program For Adult Students

Eastern Oklahoma County Technology Center (EOC Tech) participates in the Federal Pell Grant program. The Pell Grant is a federally funded program which provides financial aid to post-secondary students who are seeking a diploma or certificate in an eligible career major at EOC Tech. Students must enroll in an eligible career major, i.e. career majors must be at least 600 clock hours and must be approved for the Pell Grant. Eligibility is based upon meeting certain criteria and is based on financial need, as defined by the U.S. Department of Education. These grants do not have to be repaid as long as a student doesn't withdraw "too early", according to federal regulations.

Federal student loans and the other federal financial aid majors found on the Free Application for Federal Student Aid (FAFSA) are not available through EOC Tech, but may be available at other schools.

On October 1, 2018, the 2019-2020 FAFSA was made available for FAFSAs to be completed! The School Year coincides with the FAFSA Year, i.e. the 2019-2020 FAFSA covers programs offered in the 2019-2020 school year. Students should be able to use the Data Retrieval Tool (DRT) and the 2017 IRS tax return information will be used to determine financial eligibility.

Students, who anticipate attending school in the 2020-2021 school year, should complete the 2020-2021 FAFSA which will be made available on October 1, 2019. The 2018 IRS tax return information will be used to determine financial eligibility. The Data Retrieval Tool should be utilized on the FAFSA. Students do not have to know which school they'll be attending at the time the FAFSA is completed. Students may list up to 10 schools on their FAFSA without obligation to any of them. Students should take advantage of submitting their FAFSAs earlier!

Completing the FAFSA

Students should complete the FAFSA that coincides with the school year in which their enrollment begins. For example, if a student is enrolling in January 2020, then the 19-20 FAFSA needs to be completed because their enrollment begins within the 19-20 school year.

Students interested in applying for the Pell Grant must complete the FAFSA. First, students need to request an FSA User ID at studentaid.gov/fsaid. A parent may be required to request an FSA User ID also. The FSA User ID serves as an electronic

signature on the FAFSA. Second, it is recommended that students utilize the FAFSA Worksheet in order to gather all pertinent information that will be entered on the FAFSA. This worksheet and the online application may be found at www.fafsa.gov. Electronic processing will take approximately 24-48 hours. Paper FAFSAs are no longer available at EOC Tech.

A tool on the FAFSA online application is the **Data Retrieval Tool (DRT)**. Students and parents will be asked to use the Data Retrieval Tool (DRT) to answer the income tax return questions and it is the recommended method. This will result in a database match with the IRS and the information from the filed income tax return will automatically be downloaded onto the FAFSA. If the student's FAFSA is chosen for **Verification**, the DRT was utilized, **and no changes** were made to the data, it will simplify the verification process.

If the student's FAFSA is chosen for **Verification** and the Data Retrieval Tool was not used, the student will either have to correct their FAFSA and choose the DRT, or will have to request a **Tax Return Transcript from the IRS.gov website**. The Tax Return Transcript may take up to 5 to 7 business days to be processed and mailed to the student. **Copies of tax returns are not acceptable forms of documentation for Verification unless there are extenuating circumstances causing the Data Retrieval Tool and/or Tax Return Transcript to be unavailable. The Financial Aid Coordinator will make the final determination.**

Independent students and parents of Dependent Students who indicate that they did not file a 2017 income tax return will be required to submit IRS Form 4506 to the IRS which will result in a letter confirming the non-filing status.

Students and parents will be asked for sources of income that are NOT on an income tax return. Students must report any type of cash received and/or money paid on their behalf as **Untaxed Income**. Some examples include, but are not limited to, parents giving cash support, paying car insurance, making car payments, etc. Students may be asked to provide supporting documentation to verify their answers. The online FAFSA has pop-ups and links to help students with definitions.

The **Number of People in the Household** must be reported. This does not mean the number of people literally living under the parent's roof or the student's roof. Please read the description given on the online FAFSA of who is to be included in the Household for financial aid purposes. The **number of those reported in the Household who will be enrolled at least half time in College during the applicable school year** requires the student(s) to be enrolled at least half-time for 2019-20 in a college program that leads to a degree or certificate.

A student may indicate up to 10 different schools that they might be interested in attending which allows the student to complete their financial aid application before they have decided where they want to attend school. Each school that participates in federal financial aid career majors has a 6-digit federal school code. You may call any school and request their federal ID code from the Financial Aid Office, look them up on schools' websites, or look them up at www.fafsa.gov.

The schools that are listed on the FAFSA will automatically receive the processed application *electronically*. This does not obligate the student to those schools in any way; it's just a matter of convenience for the student. **The federal school code for EOC Tech is 015861.**

Contact the Financial Aid Coordinator if you have more questions about the FAFSA or other financial aid issues. Contact a Student Services Advisor for information about the career majors and enrollment. Contact the Academic Center Assessment Assistant to make an appointment to take the assessment test (ACCUPLACER). Contact the Federal Student Aid Information Center at 1-800-433-3243 for general student aid information and for any technical issues with the online FAFSA. To inquire about the status of your FAFSA or to request a duplicate FAFSA, call 1-319-337-5665 or use your FSA User ID and go online at: www.fafsa.gov. Students may also go to www.studentaid.gov for more information about the financial aid process.

The Financial Aid section of this Student Handbook will include more detailed information regarding the Pell Grant program. Students may contact Student Services and request a copy or may view the Student Handbook online at www.eoctech.edu. Students should go to www.studentaid.gov which has a lot of very helpful information about the overall financial aid process.

Title IV Programs General Conditions Of Eligibility

In general, a student is eligible to participate in Title IV programs, e.g. the Federal Pell Grant program, if the student:

- Is a regular student, by definition (see below);
- Is enrolled or accepted for enrollment in an eligible program that leads to a certificate or degree as a post-secondary student, after vocational assessment has occurred;
- High School Diploma:
 - The student has a high school diploma; OR a
 - Recognized Equivalent of a High School Diploma: The student has the recognized equivalent of a high school diploma, defined in the regulations at 34 CFR 600.2 as:
 - A General Educational Development Certificate (GED);
 - A state certificate or transcript received by a student after the student passed a State-authorized examination, e.g., the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), the California High School Proficiency Exam (CHSPE), or other State-authorized examination that the State recognizes as the equivalent of a high school diploma;

- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school, but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of that postsecondary institution for admitting such students.
- Homeschool: The student has completed a secondary school education in a homeschool setting that is treated as a homeschool or private school under State law and has obtained a homeschool completion credential. If State law does not require a homeschool student to obtain a homeschool credential, the student has completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory school attendance requirements under State law.
- Is not simultaneously enrolled in an elementary or secondary school;
- Is a U. S. citizen, or U.S. national (which includes natives of American Samoa or Swain's Island);
- Is a U. S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card);
- Is a citizen of the Freely Associated States: Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau to be eligible for the Federal Pell Grant;
- Is an "Eligible Non-Citizen", which is defined as an individual who can provide documentation from the United States Citizenship and Immigration Services (USCIS), in the Department of Homeland Security (DHS), that she/he is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident. An eligible non-citizen will have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services showing one of the following designations: "Refuge", "Asylum Granted", Cuban-Haitian Entrant, Status Pending", or "Conditional Entrant (valid only if issued before April 1, 1980)". Note: (UCIS was formerly known as the U.S. Immigration and Naturalization Service);
- Have a valid Social Security Number, except students from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau;
- Be registered with Selective Service if required;
- Certify, by signing a Statement of Educational Purpose, that s/he will use federal student financial aid only to pay for educational costs;
- Is not in default on any Federal Perkins Loan, Federal Stafford Loan, or Federal Supplemental Loan for Students; and has not borrowed in excess of the loan limits, under Title IV programs, at any institution;
- Must not owe an overpayment on a Pell Grant, Supplemental Grant or State Incentive Grant received at any institution;
- Must not have borrowed in excess of the annual or aggregate loan limits;
- Must not have property subject to a lien for debt owed to the United States;
- Is maintaining satisfactory progress in the course of study s/he is pursuing according to the standards of this institution;
- Must not have any disqualifying drug convictions; and
- Has financial need, if applicable, according to definitions established in regulations.
- In addition, a student's eligibility for Title IV aid could be affected by such factors as:
 - Prior degrees;
 - Enrollment status;
 - Remedial course work;
 - Correspondence study;
 - Study by telecommunications;
 - Incarceration; and
 - Conviction for drug offenses.

Definitions of "Regular Student" and "Special Student":

Regular Student

A student must meet the following criteria to be designated as a regular student for the purpose of receiving financial aid: (a) Have attained a high school diploma or GED; be beyond the age of compulsory school attendance; (b) Complete admission assessment including academic achievement, interest survey, and documentation of aptitude; (c) Be eligible to receive financial aid assistance.

A student granted "Regular Student" status will be enrolled for the purpose of completing the entire program and for the purpose of receiving a certificate or appropriate licensure. A regular full-time student must attend a minimum of 22 clock hours per week. A regular half-time student or part time student must attend a minimum of 11 clock hours per week. Regular students must be enrolled in an approved program.

Special Student

Enrolling students are not enrolled in any class or career program that does not meet the "eligible program" definition and/or are not enrolled with the intent to complete the entire career program, are classified as special students and are, therefore, not eligible to receive Title IV Student Financial Assistance. High school students are considered to be "Special Students" for the purpose of financial aid and federal reports.

High School Diploma Verification

The Financial Aid Coordinator is required by federal regulations to verify the validity of high school diplomas if there is reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. Students are asked an additional question, which asks the student for the name, city, and state of high school who issued their high school diploma. Since this is a primary requirement for Title IV eligibility, a student's financial aid may be denied. The decision by the Financial Aid Coordinator is final and there is no appeal process with the U.S. Department of Education.

How Much is the Pell Grant?

For 2019-2020 the maximum Pell Grant award is \$6,195 for career majors that have the minimum 900 clock hours/30 weeks of instruction. The actual amount awarded to each student depends on various items, e.g. the Expected Family Contribution (EFC), enrollment status in an eligible career major, and cost of attendance. The length of the eligible career major may affect the amount of Pell a student qualifies for.

If the length of the eligible career major ranges from 600 to 899 clock hours, and/or less than 30 weeks, then the amount of Pell will be prorated accordingly. Thus, the amount of Pell a student may qualify for will be less than the amount listed on the FAFSA confirmation page. If the length of the eligible career major is 900 clock hours or higher, the amount of Pell will not be prorated.

The exact amount of Pell that a student qualifies for will be included in the student's Award Letter, which the Financial Aid Coordinator will send the student as soon after the student's start date as possible.

Statement of Educational Purpose on the FAFSA

By signing the FAFSA, the student (and parent, if applicable) has certified the following:

- Federal and/or student financial aid will be used only to pay the cost of attending an institution of higher education;
- Student is not in default on a federal student loan or have made satisfactory arrangements to repay it;
- Student does not owe money back on a federal student grant or have made satisfactory arrangements to repay it;
- Student will notify the school if the student defaults on a federal student loan; and
- Student will not receive a Federal Pell Grant from more than one college for the same period of time.
- Student (and Parent) certifies that all of the information provided is true and complete to the best of their knowledge
- Student (and Parent) agrees to provide information that will verify the accuracy of the completed form, e.g., U.S. or state income tax forms that were filed or were required to file.
- Student (and Parent) understands that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies.
- Student (and Parent) certifies that by signing any document related to the federal student aid programs electronically using a personal identification number (PIN), username and password, and/or other credential, you certify that you are the person identified by that PIN, username and password, and/or other credential and have not disclosed that PIN, username and password, and/or other credential to anyone else.
- Student (and Parent) understands that purposely giving false or misleading information may result in you being fined \$20,000, sent to prison, or both.

How Eligibility for the Pell Grant is Determined

The EFC is calculated by the federal processors and is listed on the first page of the processed FAFSA in the upper, right-hand corner. The EFC determines if a student is eligible *financially* and how much of the Pell Grant the student may receive. The lower the EFC, the more of the Pell Grant the student qualifies for. It is possible to qualify for a partial amount of the Pell Grant, i.e. it's not an "all or nothing" grant.

Enrollment Status

Included in the list of eligibility requirements is enrollment in an "eligible" career major as a post-secondary student. Most of the career majors listed in this Student Handbook currently qualify for the Pell Grant. There are a few exceptions. Whether a student is enrolled full-time or half-time determines the amount of the Pell Grant that will be awarded in a given award year, e.g. if the student is enrolled half-time, then half of the Pell Grant will be paid. The length of the eligible career major will also affect how much of the Pell Grant which a student may qualify for.

If a student enrolls in a career major which takes longer than one school year to complete (August to May), the student will need to complete a new FAFSA for the following school year, which is available on October 1st. Eligibility will be determined based on the information on the new FAFSA.

If a student changes their enrollment status, the amount of Pell Grant that the student qualifies for will have to be recalculated and a new Award Letter will be issued to the student showing the changes in the amount and the timing of the payment periods and estimated dates of disbursement.

Pell Cost of Attendance (COA)

The most common costs associated with attending college are tuition and books. However, there are other cost items which a student may incur as a result of attending college. Common items include room and board, transportation, child care expenses, clothing, and miscellaneous expenses. While EOC Tech does not have on-campus dormitories, the room and board component is still included in the Pell Cost of Attendance.

The Pell Cost of Attendance (COA) includes the cost of the career major plus living allowances for room and board, transportation and miscellaneous expenses. The Student Budget components are defined by federal regulations and establish the limit of financial aid (from all sources) from which a student is allowed to receive in a given school year. In essence, students may not receive more financial assistance than is necessary to cover their respective Student Budgets for a school year.

There are 4 Pell COA budgets at EOC Tech: (a) full-time (FTA) career majors; (b) EMT Paramedic; (c) Master Firefighter Basic; and (d) Master Firefighter Advanced. Students may contact the Financial Aid Coordinator and request a copy of these budgets.

Additional FAFSA Information

Students may view their processed FAFSA online at the FAFSA.gov website by clicking on "View Your Student Aid Report (SAR)" under Returning User. There may be an asterisk (*) beside the Expected Family Contribution (EFC) on the FAFSA. This means the student has been chosen for the **Verification** process.

The easiest way to complete (or correct) your FAFSA with accurate income and tax information is by using the IRS Data Retrieval Tool (DRT) through www.fafsa.gov. Otherwise the student (and parents) must request a Tax Return Transcript from www.irs.gov. Copies of 1040 forms are no longer considered as acceptable documentation by the U.S. Department of Education. More information on Verification is below.

There may also be a "C" beside the EFC. This means that the processors have found a "Conflict" regarding some information on your FAFSA. An example might be if the student's Social Security number and/or name on the FAFSA do not match up with the Social Security Administration. A common example is when the student is in Default on previous federal student loans. The federal processors will indicate in **bold print** any information that is conflicting or which needs clarification.

If corrections to the FAFSA are necessary, the EFC may go higher or lower and affect the amount of Pell the student may qualify for. No Pell may be disbursed until all conflicting information is resolved with the Financial Aid Coordinator whether the FAFSA was chosen for Verification or not.

Valid FAFSA Required

All information given on the student's FAFSA must be complete and accurate before the FAFSA is considered to be **valid** by the Financial Aid Coordinator, and before any financial aid will be disbursed. Cases of suspected fraud will be referred to the Inspector General in the U.S. Department Education Regional Office.

Verification

The Financial Aid Coordinator is now required to verify all FAFSAs which have been chosen for the Verification process by the U.S. Department of Education. Certain data items on these applications must be reviewed and must be accurate, as determined by federal regulations. The Financial Aid Coordinator must resolve any FAFSA which appears to have incorrect and/or conflicting information. Copies of supporting documentation used to complete the FAFSA will be requested, as needed.

Forms required to begin the Verification process are as follows:

- Valid 2019-2020 FAFSA that shows student/parent utilized the **Data Retrieval Tool (DRT)** to automatically download their 2017 federal income tax information from the IRS;
- **Tax Return Transcript** of the student's (and parents' if applicable) 2017 Federal IRS tax return;
- Completed **Verification Worksheet** given to students by the Financial Aid Coordinator; and
- **Other documentation** that may be requested by the Financial Aid Coordinator will include any documentation that will substantiate information reported by the student on the FAFSA.

Students may request a **Tax Return Transcript** from the IRS at www.irs.gov. There's a link on the home page under Tools call [Get a Tax Transcript](#). It may take 5-7 business days to be processed. Student should bring their entire **Tax Return Transcript** to the Financial Aid Coordinator as soon as they receive it. Both the Tax Return Transcript and the Tax Account Transcript will need to be requested if the student and/or parents filed an **amended** 2017 federal income tax return. Otherwise, the **Tax Return Transcript** is the only one required.

Independent Students and Parents of Dependent Students who have indicated that they did not file a 2017 IRS tax return, i.e. **Non-Fileers**, will have to request a letter from the IRS that confirms that no tax return was filed. The letter is requested by completing the IRS Tax [Form 4506-T](#) and choosing **Box 7**. The completed form has to be mailed to the IRS. The IRS will send the student/parent a confirmation letter if no tax return is on file. This can take up to 10 business days to be processed. If the student and/or parent cannot confirm that an IRS tax return was not filed, then the FAFSA will have to be corrected. No Pell is disbursed until this is resolved.

Students must return Verification documentation to the Financial Aid Office **within 30 days** from the date forms were requested by the Financial Aid Coordinator. If the student does not comply with the requests from the Financial Aid Coordinator, no Pell disbursements will be made and the student will be required to self-pay their tuition charges. If the student who self-paid before completing the FAFSA and/or Verification, any overpayment of tuition on the student's account will be refunded to the student within 14 days once a valid FAFSA has been completed.

The student will also be alerted that another FAFSA will be processed by CPS which will reflect the corrections which may be required as a result of errors found through the Verification process. These changes will usually affect the EFC and the amount of Pell which the student is eligible to receive.

Unusual Enrollment History

The U.S. Department of Education has begun flagging student's FAFSAs with a "Conflict Code" when a student's enrollment history recorded in the National Student Loan Database System (NSLDS) is considered to be "unusual". This code is issued when the student's enrollment history shows a pattern of enrollment and withdrawal each Award Year with the student receiving either a Pell Grant payment or student loans, or both. The student is not eligible to receive any more financial aid until their Unusual Enrollment History has been researched and resolved.

At EOC Tech, the student will be required to request Official Transcripts be sent from each of their previously attended schools **directly** to the Financial Aid Coordinator. No hand-delivered transcripts will be accepted. If a student can't receive a transcript due to an outstanding obligation at any of those schools, then Pell eligibility cannot be established.

Once all Official Transcripts have been received by the Financial Aid Coordinator, each transcript will be reviewed. In order to resolve the Conflict Code, the student must have earned at least one credit hour or one clock hour at each of the schools. If the student's transcripts show that at least one credit hour or one clock hour has been earned at each of the schools, then the student will be eligible to receive the Pell Grant from EOC Tech.

If eligibility cannot be re-established, the student will be required to self-pay in order to attend EOC Tech.

Special Circumstances

Federal regulations provide the Financial Aid Coordinator at each school the option to exercise "Professional Judgment" (PJ) if a student has extenuating circumstances which may have affected their income level due to loss of a spouse or loss of employment. Each request is handled on a case-by-case basis. The Financial Aid Coordinator is not required to process these special requests.

If the Financial Aid Coordinator believes that the student meets the PJ guidelines, the student will be advised to complete the FAFSA as it is initially. If it was chosen for Verification, the Verification Process must be completed before any PJ overrides can be processed.

The student will be given a form to complete that will ask the student for documentation of what income the student has coming in currently. The adjusted income figures will be re-submitted by the Financial Aid Coordinator on the student's FAFSA and the "Professional Judgment" indicator will be flagged. The student may receive financial aid based on the adjusted EFC.

How and When Financial Aid is Paid

EOC Tech defines its "Academic Year" for the purposes of the Pell Grant as 900 clock hours and 30 weeks of instruction for most of the eligible career majors (except for the Fire Academy and Paramedic). For a few career majors, the Academic Year equals the program length in both hours and weeks. If the career major has less than 900 clock hours or less than 30 weeks of instruction, the student's Pell Grant will be prorated accordingly and the student will be eligible for a portion of their "Scheduled Award". The Fire Academy career majors (Master Firefighter Basic and Master Firefighter Advanced) have an Academic Year defined as 918 hours, 22 weeks

Generally, there are two payment periods per school year. The first payment is processed as quickly as possible as soon as the student begins attending class. The first disbursement could take up to 6-8 weeks from the student's class start date depending on the timing within the month. Pell checks have to be requested a month in advanced from the Business Office. For example, check requests are usually due by the 25th of the month and will be issued the following month, approved by the Board, and disbursed at the end of the month. The second disbursement is processed approximately halfway through the student's career major hours or at the halfway point in the school year, whichever is earlier.

The first Pell disbursement will be applied to the student's account charges for the semester. Any remaining amount exceeding the tuition charge will be distributed by check to the student to be used for other school-related expenses. If tuition is paid by an outside funding agency, e.g. tribal assistance, Voc-Rehab, etc., the entire Pell Grant award is distributed in two disbursements directly to the student. If the student doesn't qualify for enough Pell Grant to cover the tuition cost for the school year, then no disbursement will be made to the student.

The second Pell disbursement will be made once the student has "successfully completed" the number of clock hours in the first payment period, completed the required number of curriculum hours in the first payment period, and has maintained satisfactory academic progress (SAP) meeting both the Quantitative and Qualitative requirements described below.

The Business Office Bursar will notify students through their instructors when Pell checks are ready to be disbursed. The Pell checks are disbursed by the Bursar, not by the Financial Aid Coordinator.

Satisfactory Academic Progress (SAP)

Students will be evaluated at the end of each of each payment period, as indicated in the Award Letter. A "Progress Report" will be sent to the instructor who will be asked to complete the student's academic status. After the first payment has been made, a student will be evaluated for the following SAP requirements:

- **Qualitative Requirement:** Once the payment period hours have been successfully completed, the student must have maintained at least a 73%/C cumulative grade average or higher during that payment period.
- **Quantitative Requirement:** The student must "successfully complete" curriculum equivalent to the number of clock hours in the payment period, which is usually 450 hours. The normal pace of progression is equal to the cumulative hours in the payment period divided by the total hours in the career major, e.g. Residential HVAC is 1,050 hours and the first payment period is 450 hours, thus the student would need to have 43% (450/1050) of the Res HVAC curriculum completed successfully. The student must also have completed at least 90% of the scheduled clock hours in the payment period. If absences exceed 10% of the payment period, then the payment period must be extended; the amount of curriculum completed will also increase during this extension increasing the percentage to be more than 43%.

If a student meets both of the requirements and has "successfully completed" the first payment period, the next Pell disbursement is processed for the second payment period, and issued to the student as indicated in the Award Letter. This will be repeated at the end of each payment period.

If a student does not meet both of the above SAP requirements, the student will be notified in a letter and will receive an official "Financial Aid Warning" informing the student that he/she did not meet the requirements and are receiving warning that their financial aid eligibility is in jeopardy.

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 Pell disbursement, but this will happen only once, i.e. there cannot be 2 consecutive "Financial Aid Warning" periods.

Appeal 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 is suspended. The student will need to contact the Director of Educational Services and request the Appeal form, which the student must complete and return to the Director. The Appeal form will be evaluated by the Appeal Committee comprised of, but not limited to, the Director of Educational Services, the instructor, a Student Services Advisor, and Financial Aid Coordinator.

Financial Aid Probation

On the Appeal form, the student will be required to explain what prevented he/she from complying with the SAP requirements AND what has changed that will allow the student to meet the SAP requirements when evaluated at the end of the next payment period. 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, then 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.

If the student meets the SAP requirements at the end of the payment period in which he/she was on "Financial Aid Probation", the student will continue receiving financial aid and will go back to being expected to comply with the normal SAP requirements for future payment periods.

Re-Establishing Pell Eligibility after Failing Financial Aid Probation Requirements

If the student fails to comply with the SAP requirements at the end of the payment period while on "Financial Aid Probation", then the student's financial aid is cancelled and the student will no longer receive financial aid. This means that the student will be responsible for any unpaid charges on their account. The student may also be required to withdraw at that time.

A student who withdraws but returns to the career major in the same award year may receive the amount of any refund that was returned to Pell account. When the student completes the payment period, he or she would be eligible for the Pell disbursement for the next payment period.

Refunds for Pell Grant Recipients

Students who receive Title IV funds and withdraw from EOC Tech will be under the Return to Title IV Funds (R2T4) regulations. Tuition refunds by EOC Tech will be made in accordance with the Federal Return of Title IV Funds (R2T4) regulations. Tuition required to be repaid by R2T4 will be refunded to the Federal Pell Grant program regardless of the original source. R2T4 will also determine if the financial assistance paid directly to the student must be repaid by the student to the Federal Pell Grant program. The R2T4 process is described in detail below.

Return of Title IV Federal Pell Grant Funds

If a student receives a Pell Grant disbursement and then withdraws from classes, he/she may owe money back to the Title IV Federal Pell Grant program if he/she withdraws before completing more than 60% of their payment period hours.

A student may “officially withdraw” by initiating the withdrawal process. If a student just stops attending or doesn’t return from a Leave of Absence (LOA), he/she may be withdrawn due to lack of attendance in accordance with EOC’s attendance/LOA policies. The Financial Aid Coordinator will determine the date of withdrawal, as noted on the Student Information Update Form, and calculate how much of the Pell Grant has to be returned to the Title IV Federal Pell Grant program by both EOC and the student. The student will be notified within 30 days of the date the school determines that the student has withdrawn.

Here’s an example of the calculation: Full-time student receives a \$3,048.00 Pell Grant disbursement. Tuition paid to EOC is \$1,050.00 and the student receives the remaining \$1,998 to assist with other educational expenses, e.g. transportation. There are 450 clock hours (88 days) in this payment period. Student drops out on the 20th day of the payment period and has completed 106 clock hours, thus earning 23.6% of the Pell Grant ($106/450 = 23.6\%$). The amount “earned”, i.e. does not have to be repaid, is \$719.33 ($\$3,048 \times 23.6\% = \719.33). The remaining \$2,328.67 is considered “unearned” and must be paid back to the Title IV Federal Pell Grant program.

EOC must pay back \$802.20 ($\$1,050.00 \times 76.4\% = \802.20), leaving an initial amount to be repaid by the student of \$1,526.47 ($\$2,328.67 - \802.20). However, the regulations provide a “protected” amount for the student which is half of the Pell disbursement that was disbursed (or could have been disbursed) or $50\% \times \$3,048.00 = \$1,524.00$. **Therefore, the amount the student must pay back is the initial unearned amount minus the protected amount would be \$804.67 ($\$2,328.67 - \$1,524.00$).**

The amount of \$804.67 would be considered an **Overpayment of Pell**, and arrangements must be made by the student with the school or the U.S. Department of Education’s collection agency to repay this \$804.67. Failure to do so will mean the student is ineligible for any financial aid in the future until satisfactory payment arrangements have been made, and that income tax refunds and wages will be garnished by the U.S. Department of Education until the Overpayment of Pell has been repaid.

Students will be billed for the Pell funds that EOC is required to repay to the Federal Pell Grant program. In the example above, the student will be billed for the \$802.20 that EOC had to Return to Title IV. A Hold will be placed on the student’s account, a hold will be placed on any Certificates, Grades or Transcripts and the student may not be allowed to re-enroll at EOC until any obligation(s) has been repaid to EOC Tech.

If a student withdraws before actually receiving a Pell Grant disbursement but has completed enrollment time in a career major, the student may receive a **Post-Withdrawal Disbursement (PWD)** for the amount earned while attending. The PWD will be applied to the student’s account if the student owes EOC for outstanding obligations. Any overpayment resulting on the account after the PWD has been applied will be returned to the student within 14 days.

Finally, if a student withdraws and has completed **more than 60% of the payment period hours**, neither EOC nor the student has to return any funds to the Title IV Federal Pell Grant program. The student may withdraw in good standing with EOC Tech and the U.S. Department of Education meaning financial aid eligibility is intact.

Referral of Fraud Cases

If the institution suspects that an applicant, employee, or other individual has misreported information and/or altered documentation to fraudulently obtain federal funds, the institution will report its suspicions (and provide any evidence) to the Officer of the Inspector General (OIG). Appropriate actions will be taken against any student or prospective customer who misrepresents him or herself.

Misrepresentation by EOC Tech

EOC Tech does not misrepresent the nature of its educational program, financial charges or the employability of the institutions graduates. In addition, EOC Tech does not describe its participation in the Title IV Assistance Programs in a manner that suggests the approval or endorsement by the U.S. Department of Education of the quality of its educational programs. Concerns regarding misrepresentation should be directed to the Director of Educational Services or the Director of Instructional Services.

OTHER FINANCIAL AID INFORMATION

Student Loans

There are no loans programs available for any career major taken at EOC Tech. This includes direct loans, federal student loans, and private education loans.

Even though the student is now allowed to go directly to the lender of their choice and request a federal student loan, the school that the student is attending must still participate in the Federal Direct Loan program in order for the student to be approved for a federal student loan.

The FAFSA is the application for all federal financial assistance programs and each school chooses which of these federal

assistance programs they will make available to their students. EOC Tech has chosen to offer only the Federal Pell Grant program since 1991.

The EOC Payment Plan allows students to spread school charges over 3 payments which must be paid well before the career major end date with no finance charge. More detailed information about the payment plan is below.

Oklahoma Tuition Aid Grant (OTAG)

Application for this program is automatic upon completion of the FAFSA which is submitted by the student. Certain data elements from the FAFSA are sent to the Oklahoma State Regents for Higher Education OTAG program. Generally, students must have an 2019-2020 FAFSA submitted by December 1, 2019 (date subject to change depending upon availability of funds), have an EFC of 1,700 or lower, and meet the Oklahoma residency requirements in order to be eligible for OTAG for the 2019-2020 school year.

The amount from OTAG for full-time students for 2019-2020 is based on a maximum, flat-rate of \$1,000 for a full school year (up to \$500 per semester); half-time students receive a maximum, flat-rate of \$500 for a full school year (up to \$250 per semester). This flat rate will be prorated just like the Pell Grant. Payment is sent directly to the school and will be applied to any outstanding charges on the student's account. Any remaining credit balance will be disbursed to the student within 14 business days.

Students will receive their OTAG in 2 disbursements, one in fall and one in spring. If a student loses their eligibility in the Pell Grant program, they will also lose eligibility in the OTAG program. Just like the Pell Grant, the OTAG does not have to be repaid. This grant may be used for tuition, fees, books, or any other education-related expenses.

Note: Students who plan to attend the 2020-2021 school year should submit the 2020-2021 FAFSA as soon after October 1, 2019 as possible in order to apply for OTAG for the 2020-2021 school year. The OTAG deadline is generally around December 1st, but is subject to change. Students may still submit FAFSAs to qualify for federal assistance (FAFSA) even if the FAFSA is completed after the OTAG deadline.

OK Promise (aka OHLAP)

Effective July 1, 2017, students attending career technology centers may use their OK Promise scholarship for any career major that is eligible for Title IV funding (FAFSA/Pell Grant). Students who have completed all of the requirements for OK Promise will have received notification of their eligibility in the summer following their high school graduation date. The OK Promise scholarship amount is based on an hourly rate, determined by the OSRHE, multiplied by the number of clock hours in the Academic Year for the career major in which the student is enrolled. This amount is divided into 2 payments generally one payment per semester.

Effective July 1, 2018, students must submit and complete a FAFSA every year and meet the income level requirements as set by state statute. Students will lose eligibility for OK Promise if income is too high. For more information, please contact Janie Prior, Financial Aid Coordinator, at jprior@eoctech.edu, or (405) 390-5344 for more information.

Otha Grimes/Francis Tuttle Memorial Scholarships

EOC Tech also offers the Otha Grimes Memorial Scholarship awarded by the Oklahoma Career Tech Foundation (Foundation). This scholarship is based upon need. Applications are given to students by the Financial Aid Coordinator based on need that has already been documented on a student's completed FAFSA. The Foundation accepts applications from each Technology Center in both the fall and spring. Students may use this scholarship for school-related expenses, e.g. tuition, fees, books, certification tests, etc. Examples of expense not covered by this scholarship are rent, food and clothing.

The Foundation sends the money directly to the school which will be applied to any outstanding charges on the student's account. Once all charges are paid, any credit balance will be returned to the student within 14 days.

The Foundation determines the number of scholarships and the dollar amounts awarded. The number of scholarships awarded varies every term along with the dollar amounts. Since EOC Tech has participated in this program, the number of scholarships has ranged from 3 to 10 and the amounts awarded have been from \$200.00 up to \$800.00.

EOC Tech Next Step Scholarship

The NEXT STEP Scholarship is a tuition waiver available to high school seniors from Choctaw, Harrah, Luther, Jones, Life Christian Academy and homeschool seniors upon graduation. The NEXT STEP Scholarship does not cover the cost of books, supplies and/or certifications. This Scholarship is limited to two consecutive semesters in the school year following the year of high school graduation. Students must apply/enroll within the year following graduation. Full-Time Career Majors are eligible for the tuition waiver, except for the Fire Academy career majors, EMT Basic, Advanced EMT and the Paramedic career majors. Once a student has completed a career major, he/she is no longer eligible for the NEXT STEP Scholarship.

In order to be considered for the NEXT STEP Scholarship, the student must complete an application form, along with an enrollment form, and return it to Student Services. Students enrolling in Pell-eligible career majors are strongly encouraged to submit the

Free Application for Federal Student Aid (FAFSA) in order to qualify for the Federal Pell Grant in addition to the Next Step Scholarship tuition waiver.

The application form requires information that must be completed by your High School Counselor, including your High School Attending, Year Graduating, Cumulative GPA, and ACT score. ACT, ACCUPLACER and/or Work Keys test scores are preferred. If these are not available, please call assessment personnel at EOC Tech to schedule an appointment to test at (405) 390-9591.

Students should contact Student Services in the spring of their senior year to request a NEXT STEP Scholarship application form. The Director of Educational Services and a Student Services Advisor will determine who has met the eligibility guidelines and receive the NEXT STEP Scholarship for the school year.

Eligibility guidelines for the NEXT STEP Scholarship are as follows:

- Applicant must be a resident of Eastern Oklahoma County school districts of Choctaw, Harrah, Jones and Luther.
- EOC students who wish to return to complete their career major may make application, upon recommendation from their EOC instructor.
- High school students, who have never attended EOC Tech, may make application, upon meeting graduation requirements.
- The following criteria will be used to award the Scholarships:
 - Recommendation from their EOC instructor and /or High School Counselor.
 - GPA of 2.0 or greater on high school transcript.
 - Must not have been in violation of High School or EOC Tech attendance policies during school year.
 - Must complete and return NEXT STEP Scholarship application.
 - Must provide a seven semester high school transcript.

Students who are awarded a NEXT STEP Scholarship **must sign a contract** with a Student Services Advisor and the Instructor. The requirements of the contract will include:

- Strict adherence to the Attendance Policy which allows no more than four absences per nine-week period; and
- Benchmarks to prove adequate progress in the major in order to maintain eligibility throughout the school year; and
- Student must abide by the 4 R's (Respect, Responsibility, Ready to Learn, and Ready to Work) with instructors, administrators, counselors and staff.

Students must remain in good standing during the school year, and meet the following requirements in order to maintain their eligibility for the EOC Tech NEXT STEP Scholarship:

- Students must remain in good standing with EOC Technology Center.
- Students must not exceed the limits set forth in the attendance policy.
- Students must maintain at least a "73%/C" letter grade (2.0 GPA) in their career major area.
- Students will be placed on probation if they do not maintain at least a "C" letter grade for the 9-week period.
- Students who fail to maintain at least a "C" letter grade for the semester will forfeit their Scholarship and will be required to pay tuition for the remainder of the school year.

EOC Tech Foundation Hardship Scholarship

This scholarship is available to adult students enrolling in or already enrolled in an EOC Tech career major or short-term course. The application may be duplicated, but it must be on 8 ½" x 11" white paper. Application must be typed or neatly printed in ink. The goal of this scholarship is to provide financial assistance to a deserving adult student who, without this scholarship, might not be able to enroll in or complete a Career Major or Short-Term Course at EOC Tech.

Applicants must submit the following documentation by the deadline stated below:

1. Complete and submit the attached Scholarship application to the Director of Educational Services.
2. Submit a valid FAFSA for the current school year.
3. Submit two personal reference letters, e.g. from an instructor or present/former employer.
4. For those already enrolled, student must be within the adult attendance policy and have no more than 4 absences in a 9-week period. Upon the 5th absence, the student's scholarship will be terminated. There is no appeal process.

The EOC Tech Foundation Scholarship Committee will meet to review the applications and vote on the Scholarship recipient. The Scholarship recipient will be notified by letter mailed to the address given on the Scholarship application. The EOC Tech Foundation Scholarship Committee may award up to \$500 in scholarships for the fall term and up to \$500 for the spring term based on the availability of funds remaining for the school year. The scholarship will be applied to the student's account and allocated to any outstanding charges, if applicable. Any remaining amount will be disbursed to the student to be used for other education-related expenses, e.g. transportation, uniforms, tools, software, etc.

Applications must be postmarked by or submitted in person to Student Services no later than July 15th for the Fall term or November 15th for the Spring term. Incomplete or late applications will not be considered. It is the student's responsibility to make sure that EOC Tech receives the application.

Bernice Young Memorial Scholarship

This scholarship is available to adult students enrolling in an EOC Tech career major or short-term course related to the health field. The application may be duplicated, but it must be on 8 ½" x 11" white paper. Application must be typed or neatly printed in ink.

Eligible career majors and short-term courses at EOC Tech would include: EMT Basic, Advanced EMT, Paramedic, Master Firefighter Basic, Master Firefighter Advanced, Certified Nursing Assistant (LTC), Medical Terminology, Medical Transcription, Medical Assistant, Pharmacy Tech, Phlebotomy, Certified Medication Aide (CMA), CMA Update, Medication Administration Technician (MAT), MAT Update, Long Term Care/Certified Nurse Aide (CNA), and Home Health (CNA/HHA).

Applicants must submit the following documentation by the deadline stated below:

1. Complete and submit the attached Scholarship application to the Director of Educational Services.
2. Submit a valid FAFSA for the current school year.
3. Submit two personal reference letters, e.g. from an instructor or present/former employer.

The EOC Tech Scholarship Committee will meet to review the applications and vote on the Scholarship recipient. The Scholarship recipient will be notified by letter mailed to the address given on the Scholarship application. The EOC Tech Foundation Scholarship Committee may award up to \$500 in scholarships for the fall term and up to \$500 for the spring term based on the availability of funds remaining for the school year.

The scholarship will be applied to the student's account and allocated to any outstanding EOC charges, if applicable. Any remaining amount will be disbursed to the student to be used for other education-related expenses related to the health-related career majors listed above.

Applications must be postmarked by or submitted in person to the Director of Educational Services no later than July 15th for the Fall term or November 15th for the Spring term.

Incomplete or late applications will not be considered. It is the student's responsibility to make sure that EOC Tech receives the application.

Tribal Assistance

Students should contact their respective tribal agencies for information on how to qualify for tribal assistance to attend EOC Tech. Generally, there will be an application packet that each tribal office will give to the student. There will be a form that the student needs to sign and bring to Student Services for the Financial Aid Coordinator. This form will be completed by the Financial Aid Coordinator and forwarded to the student's tribal assistance office. It is important for the student to sign the form authorizing the Financial Aid Coordinator to release any financial aid information to the tribal office.

Veterans Education Benefits

Basic EMT, Advanced EMT, Paramedic, Master Firefighter Basic, and Master Firefighter Advanced are the career majors eligible for 2019-2020 VA Education Benefit programs at EOC Tech:

- Post 9/11 GI Bill® Chapter 33
- Montgomery GI Bill® Chapter 30
- Dependents Educational Assistance Chapter 35
- Montgomery GI Bill®: Selected Reserve Chapter 1606
- Montgomery GI Bill®: REAP Chapter 1607

The veteran student who hasn't received VA education benefits before needs to complete the application for benefits online at www.vets.gov. All VA forms may be located and printed at <http://www.va.gov/vaforms/default.asp>.

The veteran student who has received VA education benefits in the past needs to complete the Request for Change of Program or Place of Training form (22-1995) online. Click [here](#) to access the PDF.

Forms that need to be provided to the VA Certifying Official include, but are not limited to, the following:

- Copy of Certificate of Eligibility Letter from VA or printout from e-Benefits.gov account
- Official college transcripts
- Copy of Joint Services Transcript (JST) except for the USAF
- Copy of CCAF Transcript for veterans of the USAF
- Copy of documentation for other sources of financial assistance (other than Pell), e.g. 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) because omission of this information could adversely affect the processing of their benefits resulting in an overpayment.

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 official transcripts from all previously-attended post-secondary schools. All students applying for Veteran's

Educational Benefits must have prior education and training evaluated for possible advanced standing credit. Students cannot be certified for benefits until this evaluation has been completed. Students are responsible for providing college transcripts, the Joint Services Transcript, and Certificate of Eligibility letter to the Financial Aid Office which will be used in this evaluation.

- The Veterans Administration Office will be notified benefits will cease. The attendance policy for the EMT and Fire Academy career majors is located in the back of this Student Handbook in the "EMT and FAC Policy and Procedures" section.
- Veteran students are encouraged to use all services available at EOC Tech including career counseling, personal counseling, job placement, student organizations and academic skills remediation.
- Veteran students having general questions concerning benefits may contact the VA Regional Office in Muskogee at 1-888-442-4551 or go to <https://gibill.custhelp.com/>.
- All veteran students will be provided with a copy of the Student Handbook.
- Beneficiaries could be in debt to the VA for funds returned by the school due to withdrawal or early dismissal.
- **Effective August 1, 2019, the GI Bill® Delayed Payment Policy was implemented. Veteran students will be allowed to begin their program of study without payment of School Charges as long as they have submitted their Certificate of Eligibility, Joint Services Transcript and/or CCAF Transcript, and all college transcripts to the School Certifying Official by the first day of class. If Veteran students submit their VA paperwork to the School Certifying Official by the first day of class, they will not:**
 - (1) be assessed a late penalty fee;
 - (2) be required to secure alternative or additional funding; or
 - (3) be denied access to any school resources that are available to other students that have paid their School Charges.

Veterans Vocational-Rehabilitation Benefits

Eligibility for VA-Vocational Rehabilitation-Chapter 31 is determined by the Federal VA-Vocational Rehabilitation Office in Oklahoma City, Oklahoma. Students should call 1-800-827-1000 for information and to apply for Chapter 31 benefits.

Oklahoma National Guard Tuition Waiver

EOC Tech will approve a tuition waiver for members of the Oklahoma National Guard who are enrolled either full-time or half-time in a Full-Time Career Major (except for Basic EMT, Advanced EMT, Paramedic, Master Firefighter Basic, Master Firefighter Advanced or Master Firefighter Fire Portion), as long as there is space available.

Oklahoma Veteran GI Bill® (SB 530)

Any veteran who meets eligibility requirements may attend a Career Tech school in the State of Oklahoma, without paying tuition charges. In order to do this, a student must provide a copy of the DD-214 form to the school and complete an application form which is located in Student Services. The Oklahoma Department of Career and Technology Education (ODCTE) will determine eligibility according to the following criteria:

- Honorable discharge from the armed forces.
- Served a minimum of 18 consecutive months between the dates of 8/10/1964 and 12/31/1976; or discharged with a service connected disability.
- Been a resident of the State of Oklahoma at the time of entry into the service.
- Accept benefits within fifteen (15) years following discharge.
- Satisfy the eligibility requirements of the institution.

Upon verification that the veteran is eligible for the Oklahoma GI Bill®, EOC Tech will allow the veteran to defer payment of the tuition, but the veteran will be required to pay for any books/supplies at the time of enrollment in the class. The ODCTE will pay EOC Tech the amount of tuition once the veteran has successfully completed the class, and the payment will be applied towards the outstanding tuition charge on the veteran's account.

If veteran student withdraws before successfully completing the class, the outstanding tuition charge will be the responsibility of the veteran.

Outside Agencies Who Offer Financial Assistance

Additional financial assistance may be available from area career majors such as Workforce Investment Act (WIA), DRS Vocational Rehabilitation (Voc-Rehab), and Private Vocational-Rehabilitation. Students should contact these organizations for more information and how to apply for their benefits.

Notice Of Federal Student Financial Aid Penalties For Drug Law Violations

Federal Regulation 34 CFR 668.40 requires EOC Tech to provide all students with the following notice regarding Student Financial Aid Penalties for Drug Law Violations:

"Please be advised that a conviction (for any offense, during a period of enrollment for which, you, the student, was receiving Title IV, HEA, program funds) under any federal or state law involving the possession or sale of illegal drugs will result in the loss of

eligibility for any Title IV, HEA, grant, loan, or work-study assistance.”

The only Title IV, HEA federal program that EOC Tech participates in is the Federal Pell Grant program.

ATTENDANCE POLICY FOR FULL-TIME CAREER MAJORS

Developing good attendance habits in school will follow the student into the work environment. It is the intention of Eastern Oklahoma County Technology Center to be sensitive to student needs. EOC Tech realizes that students have legitimate reasons to be absent during the school year. However, in a technical program, it is imperative that students have hands-on experience in class. This can only be accomplished if the student is attending classes on a consistent basis.

Instructors will complete the **Student Information Update Form** whenever they become aware of a change in the student's enrollment status and/or when they become aware that the student has stopped attending and has been absent more than 10 consecutive days for secondary students or 6 consecutive days for adult students.

SECONDARY STUDENT ATTENDANCE POLICY

Absences

Maximum absences allowed per 9-week enrollment period are 4 absences. Secondary students who exceed 4 absences per 9-week period may receive an administrative failure “F” for the 9-week period. Pre-approved high school activities, illness with a doctor's statement or bereavement leave for immediate family are exempted absences and do not count against the attendance requirement. Pre-approved job interviews, job orientations, and professional workshops are exempted absences and do not count against the attendance requirement and shall be documented as such on the daily attendance roster. Absences will **not** be excused for agency appointments. Appointments are to be scheduled after school hours. Documentation is to be submitted to the attendance secretary within two (2) days of the absence. Leaving school without permission may be counted as an absence. The 5th absence may result in administrative failure, “F”, for the 9-weeks grading period. Attendance is prorated for students entering during the semester or who are on a non-traditional schedule. Any secondary student who misses ten (10) consecutive school days without notification will be withdrawn.

Tardiness

Three tardies count as one (1) absence. Leaving school before class is dismissed or coming in late from break counts as a tardy. Tardies will not be excused unless there is inclement weather or school administration detains the student. Maximum tardies allowed per 9-week enrollment period is 6 tardies. (6 tardies equal 2 absences.) Tardies may be made up through the discretion of the instructors.

Appeals Procedure

The student may make a written appeal to determine if special circumstances warrant adjustment to policy. The appeal form is available in the offices of the Director of Educational Services or the Director of Instructional Services. The appeal will be reviewed by a committee comprised of (but not limited to) the Director of Educational Services, Director of Instructional Services, a Student Services Advisor, and the instructor(s).

ADULT STUDENT ATTENDANCE POLICY

Absences

Maximum absences allowed per 9-week enrollment period are 4 absences. Adult students who exceed 4 absences in any 9-week period may receive an administrative failure “F” for the 9-week period. Absences for the AM classes and absences for the PM classes are figured separately as they reflect attendance records for specific periods of time during the school day. The two different attendance records will not be merged. Leaving campus without permission may be counted as an absence. Pre-approved jury duty, subpoenas for court appearance and military duty are “Exempt” absences and do not count against the attendance requirement (Requires documentation).

Pre-approved job interviews, job orientations, and professional workshops are considered as “School Activity” and do not count against the attendance requirement and shall be documented as such on the daily attendance roster. (Requires documentation) Bereavement leave for immediate family are “Exempt” absences and do not count against the attendance requirement. (Requires documentation) Attendance is prorated for students entering during the semester or who are on a non-traditional schedule.

Absences will not be excused for agency appointments; appointments are to be scheduled after school hours. Documentation must be submitted to the instructor within two days of the absence. Adult students are encouraged to keep documentation from unexcused absences in the event the attendance policy is exceeded and an appeal must be filed. There is no makeup for absences except with approval by the Director of Educational Services or Director of Instructional Services. A student who misses six (6) consecutive school days without contacting the instructor or a Student Services Advisor will be considered as an Unofficial Withdrawal from EOC Tech.

Leave of Absence

A Leave of Absence (LOA) may be granted to a student from 5 calendar days not to exceed 60 calendar days (approx. 2 months).

The LOA must be approved by a Student Services Advisor or the Director of Educational Services in advance. The form is available in the Student Services office. Under extenuating circumstances, the student or relative should contact the school within two (2) class days of leaving school.

Multiple LOAs may be permitted by the Director of Educational Services or Director of Instructional Services on a case-by-case basis. Multiple LOAs may not exceed a cumulative 120 calendar days in any 12-month period. A student may apply for a LOA under the following conditions: (1) Extended illness or injury of self or child; (2) Extended Hospitalizations; (3) Maternity leave; (4) Active Military and/or Reservists; and (5) Other reasons which must be approved by the Director of Educational Services prior to LOA.

- **Active Military and/or Reservists (Full-Time Career Majors other than EMT or FAC):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the career major in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any completed courses with at least a grade of "C" if the student returns to attend the career major in the future. If a student knows they will have **scheduled military training** before enrollment, then the student would need to request a Leave of Absence (LOA) according to the policy above.

- **Active Military and/or Reservists (Fire Academy Career Majors):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the career major in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy career major in the future. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

- **Active Military and/or Reservists (EMT Career Majors):**

If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the career major in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a "C" at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

Consequences for Exceeding Attendance Policy

The fifth absence ***in the morning and/or afternoon*** will result in administrative failure "F" for the 9-weeks grading period. Students who receive an administrative failure "F" for the first grading period may be suspended from class for the remainder of the term. A student who makes an administrative failure "F" for a grading period due to being absent for 5 days must:

1. File an Attendance Appeal Request within 5 days of the notification of an administrative "F".
2. Meet with the Appeals Committee. The Committee will decide to allow the student to continue under a special contract (probationary status) or may suspend him/her for the remainder of the school year, or one semester, whichever is greater.
3. Failure to comply within 5 days of the notification of an administrative "F" will negate the opportunity to appeal the administrative "F" and may result in suspension for the remainder of the school year, or one semester, whichever is greater.
4. Only one Attendance Appeal is allowed per school year.

Tardiness

Three tardies count as one (1) absence. Leaving campus before class is dismissed or coming in late from break counts as a tardy. Tardies will not be excused unless there is inclement weather or school administration detains the student. Maximum tardies allowed per 9-week enrollment period is 6 tardies. (6 tardies equal 2 absences.) There is no makeup for tardies except with approval by the Director of Educational Services or the Director of Instructional Services. Excessive tardiness will affect the student's letter grade. The following is a summary of the new tardy policy for a 9-week period:

- 3 tardies = 1 absence
- 6 tardies = 2 absences
- 9 tardies = 3 absences
- 12 tardies = 4 absences
- 15 tardies = 5 absences which results in an Administrative "F" for the 9-weeks period

Attendance Appeal Procedure

The student may make a written appeal to determine if special circumstances warrant adjustment to policy. The appeal form is available in the office of the Director of Educational Services or the Director of Instructional Services. Adult students are encouraged to keep documentation from unexcused absences in the event the attendance policy is exceeded and an appeal must be filed. The appeal will be reviewed by a committee comprised of (but not limited to) the Director of Educational Services, Director of Instructional Services, a Student Services Advisor, and the instructor(s).

If the appeal is approved, the student is granted an Attendance Probation Contract. This Contract allows the student to continue attending while on probation and to remove the Administrative "F" for the 9-week period, contingent upon adherence to the terms

of the Attendance Probation Contract. **Only one appeal may be filed per school year.** If the appeal is denied, the student may be suspended for the remainder of the school year, or one semester, whichever is greater.

Financial Aid Students

Students receiving Pell Grants can only miss up to 10% of the clock hours in their payment period without adversely affecting their financial aid. This 10% includes all absences, excused or unexcused. Any hours over the 10% limit will have to be added to the End Date of the payment period which means the next Pell disbursement will be delayed. Students should contact the Financial Aid Coordinator for more information.

GRADE POLICY FOR ALL CAREER MAJORS

The following grading system will be used at Eastern Oklahoma County Technology Center in awarding grades to students. Each career major will adapt this system to meet their occupational training:

A+ =	97 – 100	GPA – 4.0
A =	93 - 96	GPA – 4.0
A- =	90 – 92	GPA – 3.7
B+ =	87 – 89	GPA – 3.3
B =	83 – 86	GPA – 3.0
B- =	80 - 82	GPA – 2.7
C+ =	77 – 79	GPA – 2.3
C =	73 – 76	GPA – 2.0
C- =	70 – 72	GPA – 1.7
D =	60 - 69	GPA – 1.0
F =	0 - 59	GPA – 0.0

I = Incomplete may be given if the instructor feels the student needs additional time for any reason to complete requirements. Students will be given three weeks to remove the “I” except under extenuating circumstances as determined by the instructor.

NC = No Credit

WP = Withdrawn Passing

WF = Withdrawn Failing

IP = In Progress may be given for partially completed courses at time of transcribing

AF = Administrative Failure may be given when a student exceeds the attendance policy

AS = Advanced Standing

Instructors will record a course grade as the student completes each course within the career major. Once the student completes all of the coursework within one career major, the instructor will complete the Student Information Update form and recommend the student contact a Student Services Advisor to discuss enrolling in a second career major, if desired. Otherwise, the student will need to begin the withdrawal process if he/she is ready to withdraw from EOC Tech.

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 at least a 73%/C grade average and proceeding satisfactorily in accordance with the percentage of clock hours and attempted work completed.

If the student is not making satisfactory progress, the student may not be permitted to continue enrollment in the career major. A student who fails to comply with the attendance policy and does not make satisfactory progress in his/her course of study may be suspended from the school. The student may apply for reinstatement at the beginning of the next semester.

CHANGING CAREER MAJORS and UPDATES TO ENROLLMENT RECORDS

Students should contact a Student Services Advisor to discuss the requested changes. The Student Services Advisor will verify available space in the desired career major, and consult with the instructor regarding placement. If there is space available and the instructor gives approval, an Information Update Form will be completed to document the change and when it will take effect.

Changing career majors and/or enrollment status (e.g. FT to HT) affects Pell Grant recipients and veteran students. These changes 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 advanced standing for them. Neither Pell nor VA will pay for coursework that's already been successfully completed. The total hours of the remaining courses in the new career major will be used to prorate new Pell disbursements for the new career major and a new Award Letter will be given to the student

outlining these changes. A weighted GPA on the coursework completed in the original career major will be used to determine academic progress status. Veteran students will be notified by email or mail.

WITHDRAWAL POLICY

Secondary students need to notify their home school advisor before withdrawal. No credit will be given for a class that is dropped prior to the end of the grading period. Students who need to withdraw from EOC Tech should also contact their instructor and a Student Services advisor before beginning the withdrawal process.

Adult students who received the Federal Pell Grant or VA benefits should contact the Financial Aid Coordinator before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws on or before Day 4 (Aug. 16th) of Instruction of the current school year. Students must submit a completed Official Withdrawal Form to a Student Services Advisor on or before Day 4 of Instruction. Students who officially withdraw on or before Day 4 of Instruction will receive a full (100%) refund of tuition paid. Tuition charges will be voided from the student's account.

OFFICIAL WITHDRAWAL

An **Official Withdrawal** is defined as the action taken by a student who submits a completed Official Withdrawal Form to Student Services on or after Day 4 of Instruction of the school year. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the "REFUND POLICY" (see below). The date of an official notice of withdrawal does not occur on weekends or holidays.

To officially withdraw, the student should inform the instructor and the a Student Services advisor. An **Official Withdrawal form** will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the instructor to record effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations.

Students who received the Federal Pell Grant or other financial assistance, should contact the Financial Aid Coordinator before withdrawing from EOC Tech. Federal Pell Grant recipients who withdraw will be subject to the "Return of Title IV Funds (R2T4)" or "Post-Withdrawal Disbursement" regulations. Please refer to the FINANCIAL AID section of the current Student Handbook for an example of how these are calculated.

The date of an official notice of withdrawal does not include weekends or holidays.

UNOFFICIAL WITHDRAWAL

An **Unofficial Withdrawal** is defined when a student fails to attend, ceases to attend, or is dismissed from EOC Tech. If a student just stops attending without notifying the school, the absences may be counted against the student which may result in suspension. There are no refunds for Unofficial Withdrawals. Students will owe for unpaid charges on their account

If a student fails to attend, ceases to attend, or is dismissed from EOC Tech, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, e.g. hospitalization for an accident or illness, etc., a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date and/or refund. These requests will be handled on a case-by-case basis.

REFUND POLICY FOR FULL-TIME CAREER MAJORS

EOC TECH TUITION REFUND POLICY (All career majors except for EMT and FAC)

The official withdrawal date, in which the student submits the completed Official Withdrawal Form to the Student Services, will be the date used to calculate any possible tuition refund according to the following Refund Policy.

- Students, who officially withdraw on or before Day 4 of Instruction, will receive a refund of all payments and all tuition charges will be voided.
- Students, who officially withdraw on Day 5 through Day 12 of Instruction, will owe 25% of tuition charged; any amount paid for tuition above 25% will be refunded to the student. There are no refunds for the Next Step Application Fee.
- Students, who officially withdraw on Day 13 through Day 21 of Instruction, will owe 50% of tuition charged; any amount paid for tuition above 50% will be refunded to the student. There are no refunds for Next Step Application Fee.
- Students, who officially withdraw on Day 22 through Day 29 of Instruction, will owe 75% of tuition charged; any amount paid for tuition above 75% will be refunded to the student. There are no refunds for the Next Step Application Fee.
- Students, who officially withdraw on or after Day 30 of Instruction, will owe 100% of tuition charged and no refund of tuition will be processed. There are no refunds for the Next Step Application Fee.

Students who received the Federal Pell Grant or other financial assistance, should contact the Financial Aid Coordinator before withdrawing from EOC Tech. Federal Pell Grant recipients who withdraw will be subject to the “Return of Title IV Funds (R2T4)” or “Post-Withdrawal Disbursement” regulations. Please refer to the FINANCIAL AID section of the current Student Handbook for an example of how these are calculated.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and a HOLD will be placed on the student’s enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, e.g. hospitalization for an accident or illness, etc., a student may submit a written request to the appropriate Director to request an adjustment to the Withdrawal Date and Refund Policy. These requests will be handled on a case-by-case basis.

ENROLLMENT CONFIRMATION, TRANSCRIPT REQUESTS and CERTIFICATE REQUESTS

Students and/or parents will need to complete the **Request for Enrollment Confirmation, Transcript and Certificate** form. The form is available in Student Services and may be emailed to the student in PDF format, upon the student’s request. **Information will not be released if the student has outstanding financial obligations to EOC Tech.** There is no charge for any of these documents. Students will need to request these documents by completing the appropriate form described below along with a showing a valid photo ID. Transcripts may require time for records to be researched and verified; students are asked to allow 5 working days for request to be processed.

Enrollment Confirmations - The student will need to complete this form when a funding agency or other outside business which needs confirmation of enrollment status, tuition costs and scheduled class times. The letter will be addressed and mailed directly to the business and/or agency requesting the information with a copy mailed to the student/parent, if requested.

Transcripts - Official transcripts cannot be faxed due to the security paper safeguards of the official transcript paper. Please contact Student Services for more information.

- **Unofficial Transcript** – Completed course names/grades printed on plain paper without Registrar’s signature
- **Official Transcript** – Completed course names/grades printed on official paper with Registrar’s signature

Full-Time Career Major Certificates - Certificates are awarded to individual students based upon the amount of coursework completed within a career major. The Registrar’s Office issues unofficial transcripts, official transcripts, certificates and enrollment confirmation letters upon written request by the student. Certificates are issued based on the courses completed, as follows:

- **Career Major Completer** – Every course is completed with course grade within the career major
- **Course Concentrator** – 360 hours or more completed with course grade within the career major
- **Course Completer** – Less than 360 hours with at least 1 completed course grade within the career major

GRADUATION and RETENTION RATES

Federal regulations requires that EOC Tech disclose graduation and retention rates data based on a cohort group of first-time, full-time, post-secondary attendees who complete their program of study within 150% of the career major length. The 4-Year Average Student Right-to-Know Graduation/Completion Rate for the 2015 Cohort is 57%. The Overall Graduation Rate that was reported on College Navigator through the Winter 2018 Integrated Postsecondary Education Data System (IPEDS) report for the Fall 2015 Full Year Cohort is 52%. The Retention Rate for full-time students included in the Fall 2017 cohort is 66%. The Retention

Rate for part-time students included in the Fall 2017 cohort is 57%. The Financial Aid Coordinator is responsible for calculating these statistics and disseminating them to current and prospective students.

CONSTITUTION/CITIZENSHIP DAY

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. 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. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005).

Constitution Day/Citizenship Day is celebrated to mark the anniversary of the ratification of the U.S. Constitution. This holiday is a means to express pride in citizenship, honor the Constitution of America and learn more about the famous piece of legislation. EOC Tech honors this day by presenting an assembly and/or including lessons on the Constitution and Citizenship in the classroom, and/or performing community service activities and providing students the opportunity to register to vote.

STUDENT DIVERSITY

Information regarding EOC Tech's student diversity, including the percentage of enrolled, full time students in the following categories: male, female, self-identified members of a program racial or ethnic group and Federal Grant recipients can be found under the Enrollment tab at: <https://nces.ed.gov/collegenavigator/?id=418348>.

COPYRIGHT INFRINGEMENT

EOC Tech requires that all students and employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative 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, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines of up to \$250,000 per offense. For more information, please the website of the U.S. Copyright Office at www.copyright.gov.

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 online at the link listed below, and is 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. Per HEOA (Sec. 493(a)(1), EOC Technology Center provides the following link to the Oklahoma Voter Registration information and form: https://www.ok.gov/elections/Voter_Info/Register_to_Vote/index.html.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

Rights under FERPA

1. The right to inspect and review the student's education records within 45 days after the day the Eastern Oklahoma County Technology Center ("EOC Tech" or "School") receives a request for access. A student should submit to Student Services a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the EOC Tech to amend a record should write the Director of Instructional Services clearly identify the part of the record the student wants changed, and specify why it should be changed.

If EOC Tech decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before EOC Tech discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

EOC Tech discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of EOC Tech who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for EOC Tech.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the EOC Tech to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Release of Information

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. EOC Tech may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within EOC Tech whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “Directory Information” under § 99.37. (§ 99.31(a)(11)).

EOC Tech has designated the following as “Directory Information”: (1) Student name; (2) Student address and telephone listing; (3) Grade level; (4) Date of graduation; (5) Dates of attendance; (6) Diplomas, certification and awards received; (7) Participation in officially recognized school activities; (8) A school or classroom web page or social media displaying student work or pictures/videos of students engaged in school activities; and (9) Pictures or videos taken on buses, school grounds, in school buildings, and at school activities unless the picture or video may reveal confidential information.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Safeguarding Customer Information

EOC Tech is an educational institution that participates in the Federal Student Assistance Programs and is subject to the information security requirements established by the Federal Trade Commission (FTC) for financial institutions. Specific “Safeguarding Customer Information” requirements are forwarded to the appropriate personnel for review to ensure compliance within this area.

SCHOOL RULES FOR ALL STUDENTS

Social Media/Social Networks

Social network sites are defined as web/internet-based services that allow individuals to construct a public or semi-public profile or page within a bounded system, articulate to a list of other users with whom they share a connection and/or view and traverse information to or with others within the system. The nature and nomenclature of these connections vary from site to site and

platform of the media utilized. Due to the changing nature of new technologies and social media outlets, this policy is subject to change.

School personnel participating in any social network platform, including blogs, in a professional capacity must obtain approval from district administration. Personnel participating should conduct themselves in a professional manner remembering they are representing the District in these venues. Upon approval, personnel may participate with the following restrictions:

- a. No posting of confidential or proprietary information about the District, its students, alumni or employees on social networking sites or blogs.
- b. No assuming an alias or false identity to post information about the District, students, alumni or employees.
- c. No sharing information via social networks or blogs regarding District business using personal or District equipment. Use of District equipment requires any transmitted information to be retained due to it being categorized as a public record in accordance with state and local laws.

Personnel who engage in the use of social media/networks for professional use must be cognizant that these platforms, by their nature, are not private and anything posted can remain for extended periods, and in most instances, be accessed indefinitely. Comments can be forwarded even if deleted.

School personnel participating on social network platforms, including blogs, for personal use should be aware that his/her participation should be conducted in a manner that does not adversely or negatively impact the District. As result the following is prohibited or recommended:

- a. Personnel are prohibited from communicating knowingly with current students on their personal social media/networking account. It is recommended that any messaging should be done in a group environment for general information purposes only.
- b. Posting of comments, pictures or other information that is considered defamatory, libelous, obscene, violation of District policy or federal and/or state regulation may result in discipline or termination consistent with District policy.
- c. Personnel should be aware that their conduct in their private lives may affect their professional standing. Others have the ability to post or communicate images with and without their consent.
- d. Employees should refrain from participating in social media/networking during the workday to prevent misinterpretation by others. This includes breaks and lunchtime. Any postings using personal devices relating to school activities or business are best served being broadcasted through the Director of Marketing and Educational Technology on the registered District social media/network sites.

Social media/networking can be productive, improve communication, and increase the exchange of information for professional purposes. Personnel should exercise extreme caution when using District equipment or personal devices to communicate any information regarding students, the District or information that is connected to EOCTC. In appropriate use of social media/networking may expose the District and the individual to liability. Any staff member questioning the appropriateness of participation in social media/networking subject matter or audience should seek prior approval from District administration.

Dress Code

It is the consensus of the Administrative and Instructional Staff at EOC Tech that, in addition to teaching a marketable skill, school should help students realize that society generally demands certain personal characteristics of those who hope to succeed. Prospective employers prefer that students develop and demonstrate these characteristics during the training period in order that they may adjust more quickly to the job responsibilities following initial employment.

With this objective in mind, it is a requirement that all students enrolled in the FTA career majors must be neatly groomed at all times. They must be appropriately dressed in relation to the trade for which they are preparing as defined by the instructor in each department and approved by the Administration of the school. Also, when deemed necessary by the instructor that the length of hair may be hazardous or inappropriate clothing is worn, necessary personal safety precautions will be taken.

Smoking/Smokeless Tobacco Policy

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products including vapor products, is prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is, likewise, prohibited.

Medical Marijuana Policy

1. **Introduction** - Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of Eastern Oklahoma County Technology Center ("EOCTC") or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of EOCTC and in school vehicles; going to and from and attending district sponsored functions and events, including those district sponsored functions and/or events which occur in a location other than the premises of EOCTC; utilizing district equipment or transportation; and in any other instance in connection with the district where EOCTC reasonably deems the possession of marijuana to be illegal. In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, EOCTC will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by EOCTC.
2. **Definitions** - The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.
3. **Nondiscrimination** - There will be no discrimination in EOCTC because of an individual's status as a medical marijuana license holder.
4. **Overlap with EOCTC Policies** - EOCTC recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of EOCTC's current policies regarding employees, students, parents and individuals on district premises or attending school events. EOCTC will continue to enforce its current adopted policies. As the need arises with changes in state

and/or federal law, the district will consider and/or examine EOCTC policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Phones and Wireless Communication Devices Policy

A landline phone is available for use in the Student Services waiting area. All phone calls should be limited. This privilege may be restricted if abused by students. Students will not be interrupted during class for phone calls unless it is an emergency. Use of cell phones and other wireless communication devices is at the discretion of the instructor.

Visitors and Children

Visitors entering the building should report immediately to Student Services in the Main Building. Visitors will not be allowed to visit students during class time without prior approval. No loitering will be permitted in the parking lot or on the campus grounds. Children of students are not allowed in the classrooms.

Policy On Service Animals

The purpose of this policy is to establish procedures for the use of service animals at Eastern Oklahoma County Technology Center ("EOCTC"), including school buildings, school vehicles and other school property. EOCTC acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees and students with disabilities.

Definitions:

"**Service animal**" is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"**Employee**" is defined as a person who is employed by EOCTC on a part or fulltime basis, with or without compensation, and elected or appointed members of the district's board of education.

"**Student**" means a child or adult who is currently enrolled at EOCTC, and includes the parents and guardians of a child or adult who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements:

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to Superintendent, Assistant Superintendent, or Director(s). The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).
- B. Notifications for the use of service animals on EOCTC property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of EOCTC's consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
- D. The district's review of use of a service animal may include consideration of a student's IEP or Section 504 records. EOCTC may also request a meeting with the employee or student.
- E. The use of a service animal on EOCTC property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. EOCTC's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by EOCTC administration.
- F. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in EOCTC vehicles when:
 1. The inclusion of the service animal is documented as required on EOCTC transportation forms; and
 2. The service animal is under the control of the handler at all times,

including entering and exiting the vehicle.

- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. EOCTC is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
- I. Pursuant to federal law, EOCTC retains discretion to exclude or remove a service animal from district property and transportation if:
1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
 2. The service animal is not housebroken;
 3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
 4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

Liability:

The employee or student will be responsible for any damage to EOCTC or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on district property will hold EOCTC harmless and indemnify the district from any such damage.

Visitors:

Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all area of EOCTC facilities and programs that are open to the public (except in situations determined to apply under item I. In the Procedures/Requirements section, above).

Appeals and Grievances:

Any person dissatisfied with a decision concerning a service animal can file a grievance, using EOCTC's grievance procedures.

Requirements for Service Animals:

- **Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear rabies vaccination tag.
- **Licensing:** All service dogs must be licensed as may be required by state and/or local law.
- **Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.
- **Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.
- **Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1 ©]
- **Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.
- **Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.
- **Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

Personal Property

It is the responsibility of each student to safeguard all personal belongings. Cars should be locked upon arrival at school. The school is not responsible for items lost or stolen.

Parking

All students who plan to drive and park on campus, are required to register for a Parking Permit. Students need to go to Student Services to complete a parking permit application. There is no charge for the first parking permit. Subsequent parking permits are subject to a replacement fee.

Students may park in the parking lots on the East and South sides of the main school building. The parking lot on the Northwest side of the main building by Adult Day Services and Child Development Center is reserved for EOC Tech staff only.

Transportation

Bus transportation will be available from each of the four district high schools. Adult students who ride these buses are expected to conform to the standards and regulations established for the general welfare and safety of the whole group.

Vehicles must be parked in the designated student parking areas. Students must observe posted speed limits at all times. All vehicles should be locked immediately upon arrival. It is the responsibility of each individual to care for and safeguard personal belongings and at no time shall the school be responsible for items lost or stolen. Students will not be allowed to go to the parking lot during class or break time without special permission and/or being accompanied by an instructor. Students cannot remain in cars in the parking lot. Students may wait in the Break Area until classes begin.

While traveling in school transportation or in an individual vehicle (if permitted), each individual is expected to behave according to the rules and regulations of the school and the state. Passengers who do not abide by these rules and regulations may be denied the opportunity to ride. In the event that the Administration allows its students to drive individual vehicles, all regulations must be followed pertaining to the safety and welfare of all concerned. No private vehicle is to be moved from the parking area during school hours, unless permission has been granted by the Administrative Office. Damages and losses to personal vehicles will be at the risk of the owner. Failure to abide by any rules will result in the loss of driving privileges.

Possession or Usage of Dangerous Weapons

Eastern Oklahoma County Technology Center, District 23, will adhere to the federal, state, and local laws regarding the carrying or possession of firearms and knives and other dangerous weapons. Firearms are defined in Title 18 of the United States Code, Section 921, as follows:

- Any weapons (including a starter gun) which will or is designated to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device including: any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; and mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.

No person, except a peace officer or other person authorized by the Superintendent, shall have in his/her possession at any Eastern Oklahoma County Technology Center, District 23 function, activity or program, any dangerous weapon listed in 21 O.S. Sec. 1271 et seq., including pistols, revolvers, daggers, Bowie knives, dirk knife, switchblade knives, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjacks, loaded cane, billy, hand chains, metal knuckles, or any other offensive weapon.

Any student found in possession of a dangerous weapon may be suspended from Eastern Oklahoma County Technology Center, District 23, for a period which may include the remainder of the current semester and the succeeding semester. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Sec 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the Superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. The Superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

NOTE: The District is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school, the number of students expelled from the school, and the type of weapons concerned.

Carrying of Handguns

No person in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun on Eastern Oklahoma County Technology Center property except for the following:

- Any property set aside for the use of parking any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed without consent from the Superintendent.

No individual may "open carry" a handgun on District property without the written consent of the Superintendent. Any individual desiring to open carry a handgun on District property must obtain written consent through the following:

- Submit a written request to the Superintendent stating any reason for desiring to open carry a handgun along with a copy of the individual's license.

- Superintendent will reply within five (5) days with written approval or disapproval of the request. Any approval may be subject to restrictions including remaining in vehicle according to State law regarding storage or limited to concealed carry.
- Superintendent may at any time revoke an individual's permission to open carry or concealed carry on District property. Any violation of this policy will result in notification of the OSBI within ten (10) days of the violation. The individual is then subject to procedures through the OSBI.

Students under the Influence of, or in Possession of any Beer, Alcoholic Beverages or Controlled Dangerous Substances

Any Administrator, instructor, or counselor who has reasonable cause to suspect that a student may be under the influence of or may be in possession of low-point beer, alcoholic beverage, controlled dangerous substances or paraphernalia as those items defined by law, will immediately notify Administration. If the student is under 18, the Administrator shall immediately notify the student's parent or legal guardian and shall schedule a conference to discuss the situation.

Any student suspected of being under the influence of a low-point beer, an alcoholic beverage, or a controlled dangerous substance may be required to seek counseling from a counselor qualified to treat chemical abuse if it is determined that counseling might be beneficial to the student. The student may also be subject to suspension from Eastern Oklahoma County Technology Center. No employee of Eastern Oklahoma County Technology Center shall be subject to civil liability for any student, report or action taken in assisting or referring to any medical treatment, social service agency or facility, or prevention or treatment program, any student reasonably believed to be abusing or incapacitated by the use of low point-beer, alcoholic beverages or controlled dangerous substances, unless the assistance or referral was made maliciously or in bad faith.

Please refer to the [Drug and Alcohol Abuse Prevention and Education](#) section of this Handbook for more information.

STUDENT SEARCH POLICY FOR ALL STUDENTS

Any Administrator, instructor or security personnel may, upon reasonable suspicion detain and search any student or property in possession of a student when the student is on Eastern Oklahoma County Technology Center (EOC Tech) premises or while the student is in transit under the authority of EOC Tech, or attending any function sponsored or authorized by EOC Tech. Students may be searched for dangerous weapons, controlled or dangerous substances, intoxicating beverages, electronic devices, and/or missing or stolen property reasonably suspected to have been taken from another student, an EOC Tech employee, or Eastern Oklahoma County Technology Center during EOC Tech activities.

In a situation where no search is made, a student may be detained to preserve any of these items. A search made of the student's person shall be conducted by a person of the same sex as the student being searched, and shall be witnessed by one other authorized person of the same sex.

A search of the student's property may be made by an authorized person regardless of whether or not the individual is the same sex as the student being searched. The extent of the search must be reasonably related to the objective of the search and may not be excessively invasive. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. Any student found in possession of any of these substances or items, for which he/she may be searched or detained, may be suspended for a period not to exceed the current semester and the succeeding semester. The student may appeal the suspension to the Superintendent.

No student has any reasonable expectation of privacy toward administrators, instructors or security personnel in the contents of a locker, desk, or other school property, any of which may be opened and examined at any time and with no reason. Because parking from Eastern Oklahoma County Technology Center premises is a privilege, this search policy shall extend to student vehicles. If there is reasonable suspicion that a vehicle contains items or substances which should not be on Center property, a student shall consent to a search of their vehicle. Any student, who refuses a search of that vehicle, shall be subject to disciplinary action.

SECONDARY STUDENT BEHAVIOR CODE AND SUSPENSIONS

All students are expected to conduct themselves as ladies and gentlemen at all times and will refer to their instructor as Mr., Mrs., and Ms. as applicable. Students will not run or be boisterous in the hallways, rest rooms, or the student break area. Instructors will be expected to assist with this regulation. If conduct becomes unacceptable, the student will be dismissed from EOC Tech and returned to the home school. The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at EOC Tech.

The school is a community with rules and regulations. Those who enjoy the right and privileges it provides must also accept the responsibilities that inclusion demands, including respect for the obedience to school rules.

As a student at EOC Tech, you are expected to be aware of and accept your responsibilities for the following

4 R's:

- **Ready to Learn:** Follow Instructions | Ask for Help | Stay on Task | Listen | Work with Others
- **Responsible:** Follow Instructions | Stay on Task | Ask for Permission | Manage Time Well | Accept Consequences
- **Respectful:** Follow Instructions | Greet Others | Listen | Disagree Appropriately | Address Authority Appropriately
- **Ready to Work:** Follow Instructions | Ask for Help | Stay on Task | Share with Others | Work with Others

SECONDARY STUDENT BEHAVIOR CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
2. Arson;
3. 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, and telephonic, computerized or electronic message;
4. 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 broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Cheating;
6. Conduct that threatens or jeopardizes the safety of others;
7. Cutting class or sleeping, eating or refusing to work in class;
8. Disruptive behavior and/or disruption of the educational process or operation of the school;
9. Extortion;
10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
11. Failure to comply with state immunization requirements;
12. False reports or false calls;
13. Fighting;
14. Forgery;
15. Gambling;
16. Harassment, intimidation, and bullying;
17. Hazing (initiations) in connection with any school activity;
18. Immorality;
19. Inappropriate attire;
20. Inappropriate behavior or gestures;
21. Inappropriate public behavior;
22. Indecent exposure;
23. 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);
24. Obscene language;
25. Physical or verbal abuse;
26. Plagiarism;
27. Possession or use of a caustic substance not related to course work;
28. Possession or distribution of obscene materials;
29. *(Deleted April 2016)*
30. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
31. 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, **including high energy drinks**;
32. Possession or distribution of a controlled dangerous substance, as defined in the [Uniform Controlled Dangerous Substances Act](#);
33. Possession of illegal and/or drug related paraphernalia;
34. Profanity;
35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
36. Skateboarding is prohibited on campus;
37. Theft;
38. Threatening behavior (whether involving written, verbal or physical actions);
39. Truancy;
40. Use or possession of tobacco, or simulated tobacco, in any form;
41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
42. Using racial, religious, ethnic, sexual, gender or disability-related epithets;

43. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
44. Vandalism;
45. Violation of the Board of Education or school policies, rules or regulations;
46. Vulgarity;
47. Willful damage to school property;
48. Willful disobedience of a directive of any school official.

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Conduct Occurring Outside of the Normal School Day or Off School Property

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will result in disciplinary action, which may include, but is not limited to, short or long-term removal from a program, dismissal, or placement in a different course or program.

School Bullying

The Oklahoma Legislature established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. This includes, but is not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm of the student's person or damage to the student's property;
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the Technology Center's education mission of the student or other students.

This conduct shall be subject to the same disciplinary consequences as other misconduct, including misconduct identified in the Discipline Code. Disciplinary actions which may be used include:

1. Behavior contract;
2. Conference with parents(s) or guardian(s);
3. Conference with student;
4. Letter to parents(s) or guardian(s);
5. Probation;
6. Referral to counselor;
7. Restriction of privileges;
8. Requiring financial restitution;
9. Referral to a social agency or treatment program;
10. Suspension

SECONDARY STUDENT SUSPENSIONS

"SUSPENSION" refers to removal OUT-OF-SCHOOL for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be a suspension and do not require or involve the due process procedures of this policy.

Pre-Suspension Conferences

When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the Administrator shall conduct an informal conference with the student to determine action to be taken.

Immediate Suspension Without a Pre-Suspension Conference

1. A student may be suspended without a pre-suspension conference with the student in situations where the conduct of the student reasonably indicated to the Administrator that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or to school property, or cause a continued substantial disruption of the educational process.
2. In such cases a suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Short-term Suspension

1. Suspension for a period of ten (10) or fewer school days.
2. A pre-suspension conference will be held in which the Administrator will discuss the evidence with the student.
3. The Administrator will make reasonable effort to contact the student's parents or guardian by telephone and inform them of the rule violated, the evidence and the reason for the suspension.

4. If the parent(s) or guardian cannot be contacted by telephone, they shall be notified in writing.
5. Suspensions should have a definite commencement and ending date.
6. A student who has been given a short-term suspension and that student's parents have a right to appeal a suspension decision to a committee composed of administrators and/or instructors.

Long-term Suspension

1. Suspension of more than ten (10) school days.
2. Before a long-term suspension is imposed, the Administration shall send a written notification of a pre-suspension conference to the student's parent(s) or guardian.
3. The pre-suspension conference shall be held within 72 hours of the alleged violation, if possible. Notice of the conference shall contain the date, time and place of the hearing, the intent to place the student on long-term suspension and the specific charges.
4. The conference will be held during regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
5. At the conclusion of the conference, the school official shall state whether he/she will terminate or modify the suspension. If the parent is in agreement with the administrator's decision, he/she will be requested to sign a Waiver of Review.
6. Suspensions should have a definite commencement and ending date.
7. The parent will be advised of his/her right to have the suspension reviewed by the Superintendent, the Board of Education, or the suspension review committee.

Student Privileges While Under 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 a 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 decides to impose alternative in-school disciplinary or other correctional measures on a student, then the student will not be permitted to participate in extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the Administrator, such participation is appropriate given the nature of the offense committed by the student.

ADULT STUDENT BEHAVIOR CODE AND SUSPENSIONS FOR ALL STUDENTS

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at EOC Tech. The school is a community with rules and regulations. Those who enjoy the right and privileges it provides must also accept the responsibilities that inclusion demands, including respect for the obedience to school rules. All students are expected to conduct themselves as ladies and gentlemen at all times and will refer to their instructor as Mr., Mrs., and Ms. as applicable. Adult students are held to standards of conduct that are no less than those which attach to secondary students attending EOC Tech. Educational opportunities available to adult students may be cut short or terminated in instances where an adult student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

This policy explains EOC's standards of conduct and describes the procedure that will be used when it is necessary to remove a student from a course or program. Removal may involve a short or long period or may involve a permanent removal.

As a student at EOC Tech, you are expected to be aware of and accept your responsibilities for the following

4 R's:

- **Ready to Learn:** Follow Instructions | Ask for Help | Stay on Task | Listen | Work with Others
- **Responsible:** Follow Instructions | Stay on Task | Ask for Permission | Manage Time Well | Accept Consequences
- **Respectful:** Follow Instructions | Greet Others | Listen | Disagree Appropriately | Address Authority Appropriately
- **Ready to Work:** Follow Instructions | Ask for Help | Stay on Task | Share with Others | Work with Others

ADULT STUDENT BEHAVIOR CODE

The following behaviors at EOC Tech, while in EOC Tech vehicles or going to or from or attending EOC Tech events will result in disciplinary action, including the possibility of dismissal:

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, and telephonic, computerized or electronic message;
3. 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 broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Commission of a violent offense;
6. Conduct that threatens or jeopardizes the safety of others;

7. Disruptive behavior and/or disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
10. False reports, false calls, or giving false information;
11. Fighting;
12. Forgery;
13. Gambling;
14. Harassment, intimidation, and bullying;
15. Hazing (initiations) in connection with any school activity;
16. Immorality;
17. Inappropriate attire;
18. Inappropriate behavior or gestures;
19. Inappropriate public behavior;
20. Indecent exposure;
21. 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);
22. Obscene language;
23. Physical or verbal abuse;
24. Plagiarism;
25. Possession or use of a caustic substance not related to course work;
26. Possession or distribution of obscene materials;
27. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
28. 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;
29. Possession or distribution of a controlled dangerous substance, as defined in the [Uniform Controlled Dangerous Substances Act](#);
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. Skateboarding is prohibited on campus;
34. Sleeping, eating or refusing to work in class;
35. Theft;
36. Threatening behavior (whether involving written, verbal or physical actions);
37. Truancy;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.

Students removed or dismissed for a violent offense directed toward an instructor shall not be allowed to return to the instructor's classroom without the instructor's prior approval. The determination as to whether an offense is considered to be a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Conduct Occurring Outside of the Normal School Day or Off School Property

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will result in disciplinary action, which may include, but is not limited to, short or long-term removal from a program, dismissal, or placement in a different course or program.

School Bullying

The Oklahoma Legislature established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. This includes, but is not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- harm another student;
- damage another student's property;

- place another student in reasonable fear of harm of the student's person or damage to the student's property;
- insult or demean any student or group of students in such a way as to disrupt or interfere with the Technology Center's education mission of the student or other students.

This conduct shall be subject to the same disciplinary consequences as other misconduct identified in the Adult Student Behavior Code and other school policies.

Dismissal of Students Because of Failure to Meet or Comply with Essential Course Requirements

EOC's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours, a part of and, necessary to completion of many health care courses. When a student cannot complete essential course requirements, the student may be dismissed from a program for a variety of reasons, including, but not limited to, conduct, behavior, or other inability to meet mandatory parts of the career program. Students dismissed for reasons falling within this part of the policy will have the same rights with regard to dismissal as adult students who violate the district's disciplinary code.

ADULT STUDENT SUSPENSIONS

"SUSPENSION" refers to removal OUT-OF-SCHOOL for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be a suspension and do not require or involve the due process procedures of this policy.

Short-term Suspension

Suspension for a period of ten (10) or fewer school days. Suspensions should have a definite commencement and ending date.

Long-term Suspension

Suspension for more than ten (10) school days. Suspensions should have a definite commencement and ending date.

Immediate Removal of a Student

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

Evidentiary Hearing

Upon notice of an alleged violation, the Administrator will review the evidence relevant to the violation. If dismissal of the student is necessary before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the Superintendent. If the student is unable to attend the original time and day specified by the Administrator for the evidentiary hearing, the matter may be continued only once and in such case will be reset to be conducted within the next 24 hours. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

Decision

Once the evidentiary hearing has been held, the Administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will commence following announcement of the decision or issuance of the written report, whichever occurs first. Should the punishment be one of short or long-term removal or dismissal, the Administrator will notify the Superintendent of the action.

Appeal

If all or any portion of the Administrator's decision is not agreed to, the student has the right to appeal the decision to the Superintendent. An appeal is commenced by letter to the Superintendent delivered within 72 hours of the decision rendered by the Administrator. The Administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the Superintendent for decision. The Superintendent shall have the authority to sustain, overrule or modify the Administrator's decision. If the student desires an appeal to the Superintendent, he or she may be permitted to remain in school unless the circumstances delineated under the "Dismissal" section, above, are met. At the hearing, the Administrator shall first present his/her evidence and be subject to cross examination by the Superintendent. This will be followed by the student's evidence. The decision of the Superintendent shall be final. Such decision shall be communicated orally after the hearing or in writing to all parties, within three (3) business days following the decision. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the Superintendent's written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

Modification of Corrective Action

The imposition of corrective action is subject to modification upon the recommendation of the Administrator at any time prior to the hearing before the Superintendent. The discipline imposed by the Administrator is based on one or more of the following guidelines:

- Seriousness of the offense;
- Student's disciplinary record during the course of the school year or in prior years;
- Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by the school.);
- Cooperation and assistance of student during the disciplinary proceedings;
- Other circumstances as the Administrator may deem relevant.

Readmission

A dismissed student is eligible to be readmitted upon proper application for readmission. However, the administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission.

GRIEVANCE PROCEDURES for TITLE IX, TITLE VI & SECTION 504 COMPLIANCE

Eastern Oklahoma County Technology Center is in compliance with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitative Act of 1973, and other Federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a Veteran in any of its practices, policies, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

If an individual has a complaint against a student or an employee of the Eastern Oklahoma County Technology Center, a complaint should be filed in writing within thirty (30) days of the alleged discrimination. The Assistant Superintendent and the Director of Instructional Services have been designated as Coordinators of Title IX and the Title VI of the Civil Rights Act to assure the school is in compliance with HEW regulations regarding nondiscrimination and equal employment opportunity. The Assistant Superintendent and the Director of Instructional Services have also been designated as Coordinators of Americans with Disabilities Act (ADA).

GRIEVANCE PROCEDURES DEFINITIONS (for Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973:

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 1972 and others.

Grievance: Grievance means a complaint alleging any policy, procedure, or practice which would be prohibited by the above federal laws and regulations.

Grievant: Grievant means a student or employee of Eastern Oklahoma County Technology Center who submits a grievance relevant to #1 above or an individual or group submitting a grievance on behalf of a student(s) or employee(s).

Eastern Oklahoma County Technology Center: Any reference to Eastern Oklahoma County Technology Center or Eastern Oklahoma County Tech or EOC Tech means any school, department, or career major operated by Eastern Oklahoma County Technology Center.

Grievance Coordinator: Grievance Coordinator means the employee, (Assistant Superintendent or the Director of Instructional Services) designated to coordinate Eastern Oklahoma County Technology Center's efforts to comply with and carry out its responsibilities under Federal laws and regulations.

Respondent: Respondent means a person alleged to be responsible for violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

Grievance Answer: Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.

Grievance Decisions: Grievance decisions mean the written statement of the Assistant Superintendent or the Director of Instructional Services of the findings regarding the validity of the allegations and the corrective action to be taken.

Day: Day means a working day; the calculation of days shall exclude Saturdays, Sundays, and holidays.

Corrective Action: Corrective action means action which is taken by Eastern Oklahoma County 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.

Purpose

A grievance is a complaint by any student enrolled at Eastern Oklahoma County Technology Center, whereby the student alleges a violation, misinterpretation, or inequitable application of those rules and regulations set forth in the student handbook. Such a grievance shall be initiated only after a discussion between the student and teacher and/or Administrators.

Initiation and Processing of a Formal Grievance

Prerequisite for filing a formal grievance, the grievant should first attempt to resolve the complaint by informal consultation with the other person within five (5) days. If the outcome of the discussion is not satisfactory, the grievant should:

Step 1

- (a) Notify, in writing, the party of interest, that a consultation with the Assistant Superintendent or the Director of Instructional Services is requested. A brief written statement, explaining the nature of the complaint, including date, time, place, and the action that is the cause for review should be submitted. An appointment for discussion of the complaint should be made within five (5) days of the initial attempt to resolve the complaint. The party of interest may or may not be present;
- (b) The Assistant Superintendent or the Director of Instructional Services will make recommendations, in writing, within three (3) days of the consultation;
- (c) If the outcome of the consultation is not satisfactory, proceed to Step 2;
- (d) If the Superintendent is the party of interest, proceed directly to Step 3;

Step 2

- (a) At this point, the complaint is considered a grievance, and must be heard by the Grievance Committee. The grievant submits an appeal, in writing, to the Assistant Superintendent or the Director of Instructional Services within five (5) days. The grievant is also responsible for notifying the party of interest, in writing, of the appeal;
- (b) The Grievance Committee consists of:
 - 1) The Assistant Superintendent or the Director of Instructional Services, who chairs the Committee;
 - 2) One faculty member;
 - 3) One student member;
 - 4) One school staff member, either an Administrator or a faculty member;
 - 5) A replacement will be named for any member of the Committee who is involved in the grievance;
- (c) The Committee has three (3) days to review the grievance and notify the grievant and the party of interest of a hearing date. All parties involved should be at the hearing;
- (d) Recommendations will be made by a majority vote of the Committee. The recommendations will also be submitted, in writing, to the grievant and the party of interest, within three (3) days;
- (e) If Step 2 does not provide a satisfactory result, proceed to Step 3.

Step 3

- (a) The grievant may make an appeal, in writing, to the Superintendent within seven (7) days of the receipt of the Committee's recommendations. The appeal shall be heard by the Superintendent within ten (10) days;
- (b) Written notice of the time and place of the hearing, agreeable to all parties, shall be given seven (7) days prior to the hearing to the grievant and any Administrator who has been involved in the grievance;
- (c) Within ten (10) days of hearing the appeal, the Board of Education shall communicate to all parties involved, a written decision which shall include supporting reasons;
- (d) If Step 3 does not provide a satisfactory result, proceed to Step 4.

Step 4

- (a) The grievant may make an appeal, in writing, to the Board of Education within five (5) days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board of Education at the regular board meeting;
- (b) Written notice of the time and place shall be given to the grievant;
- (c) Within ten (10) days of hearing the appeal, the Board of Education shall communicate to all parties involved with a written decision;
- (d) Decision of the Board of Education is final.

General Provisions

- (a) All parties agree that grievance proceedings shall be kept informal and confidential at all levels of the procedure;
- (b) No reprisals of any kind will be taken by administration or faculty against any party involved directly or indirectly, simply because a grievance was filed;
- (c) Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified limits shall permit the Grievant to proceed to the next step;
- (d) Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

HARASSMENT POLICY FOR ALL STUDENTS

The EOC Tech faculty and staff, along with its governing Board of Education, will not tolerate harassment based on gender, race, age, religion, national origin, or handicap towards any student, participant, or staff member by a student, employee or volunteer. Harassment is defined as any behavior that is not welcomed, which debilitates morale and which therefore interferes with work and/or learning effectiveness.

Hazing and Harassment

It is the policy of the Board of Education that no student organization or any person associated with a student organization shall

engage or participate in hazing, harassment of any other activity which recklessly or intentionally endangers or could adversely affect the mental health, dignity, physical health or safety of a student for the purpose of initiation or admission into or affiliation with the organization.

School Bullying

The Oklahoma Legislature established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. This includes, but is not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- harm another student;
- damage another student's property;
- place another student in reasonable fear of harm of the student's person or damage to the student's property;
- insult or demean any student or group of students in such a way as to disrupt or interfere with the Technology Center's education mission of the student or other students.

This conduct shall be subject to the same disciplinary consequences as other misconduct identified in the Adult Student Behavior Code and other school policies.

Racial Harassment

Racial harassment may include, but is not limited to, the following:

- Verbal or written abuse of race, including racial jokes or innuendos;
- Racially-degrading words used to describe an individual's ethnic background;
- Racially-degrading objects or pictures in the workplace or school;
- Unreasonable differential treatment based on the individual's ethnic background.

Persons determined to have engaged in racial harassment of any kind shall be subject to disciplinary sanctions. The Assistant Superintendent and the Director of Instructional Services have been appointed as Title VI Coordinators.

SEXUAL HARASSMENT AND ASSAULT INFORMATION FOR ALL STUDENTS

EOC Tech policy strictly prohibits any form of Sexual Harassment, and Sexual Assault or Battery. Any person who is a victim to a sexual assault should first seek for a place of safety and seek medical assistance, if needed. It is also vitally important that the assault be reported in a timely manner to an EOC staff member, who will then notify a Title IX Coordinator.

Sexual Harassment

Sexual harassment may include, but is not limited to, the following:

- Verbal or physical sexual advances including subtle advances for sexual activity, touching, pinching, patting, or brushing against;
- Comments regarding physical or personality characteristics of a sexual nature;
- Sexually-oriented teasing or jokes.

Incidents of sexual harassment while attending EOC Tech should be reported to a school employee immediately. After a student makes a complaint to any employee, the Title IX Coordinator will conduct an investigation. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions. The Assistant Superintendent and the Director of Instructional Services have been appointed as Title IX Coordinators.

It is policy that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District.

A. Conduct of a sexual nature may include the following:

1. Verbal or physical sexual advances, including subtle pressure for sexual activity, or propositions of a sexual nature;
2. Touching, pinching, patting, or brushing against;
3. Unwarranted displays of sexually suggestive or sexually explicit objects or pictures;
4. Sexual assault;
5. Comments regarding physical or personality characteristics of a sexual nature; and
6. Sexually oriented "kidding", "teasing", double meanings, and jokes.

B. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated, either orally or by his or her conduct, that it is unwelcome.

All complaints of sexual harassment shall be initiated by filing a written complaint with one (1) of the Title IX Coordinators. Any school employee contacted by a person who believes he/she has been sexually harassed shall advise the person so contacting

them to notify a Title IX Coordinator immediately. Said school employee shall also notify a Title IX Coordinator that he or she has been contacted and shall provide the Title IX Coordinator with the name of the person contacting him or her.

The complaint must include the following information: name of complainant, address of complainant, telephone number of complainant, name of accused, position at EOC of the accused, dates, times, locations, names of any witnesses, and description of the incident or incidents alleged to have occurred.

In the course of any disciplinary proceeding of an alleged sex offense, both the accuser and the accused will be entitled to the same opportunities to have others present. In addition, both the accuser and the accused will be informed of the outcome of the proceeding and any sanctions imposed following such proceeding.

Sexual Assault Program Information

The Sexual Assault Program Information, including rape, acquaintance rape, and other forcible and non-forcible sex offenses will be discussed in Student Orientation. The policy and information will be included on the website. Students will be informed that EOC Technology Center personnel will assist the student in notifying the authorities if the student requests assistance.

Students are informed of the existence of a counselor on campus to assist them in crisis counseling. They are given this information in Student Orientation and informed of the information on the website under counseling which also gives them toll-free counseling helplines.

Students are informed of procedures for campus disciplinary actions in cases of an alleged sex offense. The EOC Student Handbook lists the policy for sexual harassment and sexual assault and battery.

Resources

National Domestic Violence Hotline	1-800-799-SAFE (7233) 1-800-787-3224 (TTY)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474 1-866-331-8453 (TTY)

HEALTH AND CLASSROOM SAFETY FOR ALL STUDENTS

Eastern Oklahoma County Technology Center is committed to providing safe learning and working environment and to complying with all local, state and federal regulations pertaining to the safety of the facilities and equipment and materials. The Superintendent shall be responsible for insuring compliance with all applicable health and safety regulations and will see that procedures are established, as necessary, to accomplish compliance.

Classroom/Shop Safety

Classroom/shop safety must be given utmost consideration and is tied very closely with school conduct. Each area of instruction shall follow safety practices which are appropriate to the activities scheduled. State school laws require that goggles must be worn under certain conditions. Teachers should familiarize themselves with laws of this nature and strictly adhere to them. A safety test must be given to each student and placed in the student's file. Teachers or their designees should be in their respective classrooms and/or labs at all times when they are in session. All offices, classrooms and shops should be locked unless the instructor or designee is present. A teacher may be found liable by the courts if found negligent. Any personal injury should be reported to the Director of Operations immediately, and a personal injury should report made as soon as possible on the day of the injury.

Accidents

In the event of an accident to a student while in class, the following procedure should be taken:

- Immediately contact the Director of Operations for assistance or 911 if the condition is life threatening;
- Notify the Director of Educational Services or the Director of Instructional Services;
- In case of minor injuries, first aid will be given at the school;
- If medical treatment is necessary beyond the school's capabilities, the Director of Educational Services or Director of Instructional Services will make reasonable efforts to immediately notify the student's parents or guardian the additional assistance has been requested and request permission by the parent or guardian to transport the injured student by emergency vehicle to a hospital;
- The instructor will fill out an accident report form and return it to the Director of Operations. Regardless of the injury sustained by a student, the Director of Educational Services or Director of Instructional Services will notify the parents or guardians of the student about the injury;
- Adult students have the right to refuse treatment by signing a waiver. However, a waiver becomes void if the accident or emergency is life threatening or if the person is judged to be incompetent.

Contagious or Communicable Disease or Condition

Any student with a contagious or communicable disease or condition shall be prohibited from having contact with others at the Eastern Oklahoma County Technology Center when such contact should result in communicating the disease or condition. The prohibition shall continue until such time as the student is not a risk to others. If the Superintendent has cause to believe a student has a contagious or communicable disease or condition, the Superintendent shall require the individual to be examined by a physician chosen by the school district to determine if the individual does have the contagious or communicable disease or condition. The Superintendent shall require the individual to have the results of the examination forwarded immediately to the Superintendent by the examining physician. If the individual refuses to have an examination or to have the results of the examination forwarded to the Superintendent, the Superintendent shall place the individual on suspension until the examination is accomplished and its results sent to the Superintendent by the licensed physician. Appeal of the decision to suspend the student shall be up to the Board of Education. If the results of the examination show that the student has a contagious or communicable disease or condition and that contact with other students or employees creates an unreasonable risk of communicating the condition, the Superintendent shall suspend the individual with home study provisions until the student satisfactorily demonstrates that he/she is no longer a risk to others. The District shall bear the cost of the initial examination. The student will bear the cost of demonstrating that he/she is no longer a risk to others.

EMERGENCY and EVACUATION INFORMATION FOR ALL STUDENTS

Each classroom shall have a posted copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies. Each instructor should thoroughly explain the fire and disaster evacuation procedure to each student and have an evacuation route on display in the classroom.

Emergency Response and Evacuation Procedures

EOC Technology Center follows NIMS guidelines and the Incident Command System (ICS) when responding to emergencies. Detailed Functional Protocols and Incident Specific Procedures are maintained as a part of the Emergency Operations Plan (EOP). Updated copies of the Emergency Operations Plan are also provided to all EMS, Fire and Law Enforcement agencies with jurisdiction for any campus. The information in the Emergency Operations Plan itself are reviewed at least annually by the Director of Operations and Administration, and updated as necessary.

EOC Technology Center understands the importance of training, drills and exercises in the overall emergency management program. To ensure that the school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the detailed evacuation procedures are located in Appendix D of the EOP.

Timely Warnings and Activity Information

When Administration is notified of an emergency, Incident Command is established and the Incident Commander will determine if there is a need to issue a threat warning. If the Incident Commander determines that there is an ongoing or continuous threat to campus personnel, a warning will be issued.

These warnings include, but are not limited to, notification to Lock Down, Shelter-In-Place, take Severe Weather precautions, or Evacuate a Building (situation other than fire). EOC Technology Center may also use the warning system when an outside threat is detected, not directly affecting a campus, but which could spread onto the campus in the near future.

These warnings may be given in a variety of different formats including audible announcements through the handheld radios issued to all faculty and staff, email messages, text messages, and voice messages to cellular and / or home telephones. In most cases, multiple methods will be utilized to improve communication reliability. Fire alarms are sounded through a separate, specialized fire alarm system on a building or zone basis.

Employees and students are encouraged to update EOC whenever their email, phone or cell phone information changes to help assure timely receipt of messages. These warning systems are tested periodically as part of the emergency drills (see more information under "Emergency Response and Evacuation Procedures" below).

Emergency Operations Plan (EOP)

Up-to-date copies of the Emergency Operations Plan (EOP) are available electronically to all Faculty / Staff. When significant changes are made, Faculty and Staff are notified by email. In addition, they receive annual training highlighting any changes which occur to the EOP and participate in tabletop exercises on utilizing the procedures and protocols in the EOP.

Students enrolled in career track instruction receive information about campus security procedures during New Student Orientation and in the Student Handbook. Students are informed about the EOC Technology Center Emergency Operations Plan and participate in all state and school required emergency drills. As an emergency response training tool, EOC conducts a minimum of 5 emergency drills as specified by Oklahoma School Law each semester including: 1) intruder drills, 2) lockdown drills, 3) fire drills, 4) severe weather drills, and 5) a drill to be determined by the Emergency Operations Planning Team based on need. These procedures are included in the information below.

Training and Exercises

Eastern Oklahoma County Technology Center understands the importance of training, drills and exercises in the overall emergency management program. To ensure that school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill and exercise actions will occur.

Training and refresher training sessions shall be conducted for all school personnel. In case of academic staff, training should coincide with in-service days. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance. Records of the training provided including date(s), type of training and participant roster will be maintained.

Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials, such as annexes and appendices. Input from all employees is encouraged.

Eastern Oklahoma County Technology Center will plan for a minimum of 10 drills annually (2 Fire, 2 Severe Weather, 2 Lockdown, 2 Intruder and 2 Bus Evacuation drills).

Eastern Oklahoma County Technology Center will participate in any external drills or exercises sponsored by local emergency responders. Availability of school personnel and the nature of the drill or exercise shall govern the degree to which the school will participate as it relates to improving the school's ability to respond to and deal with emergencies.

Notification Procedures

In the event of a fire, anyone discovering the fire shall activate the building alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire. In the event the District is in receipt of information, such as a weather warning that may affect the school, the information shall be provided to the School Campus Emergency Contact. Information will broadcast through our Emergency Notification System.

Fire Procedures

In the event of a Fire, the alarm will be one continuous alarm:

These programs will meet at the **WATER TOWER**:

- Service Careers
- Automotive
- Welding
- HVAC

These programs will meet in the **SOUTH PARKING LOT**:

- Electrical
- Oak Room
- Sycamore Room
- Seminar Center
- Break Area
- Food Service
- Bathrooms
- Maintenance
- Any UNATTACHED visitors

These programs will meet in the **DISTRICT VEHICLE PARKING LOT**:

- Graphic Arts
- Health
- All Business Programs
- BIS Classroom
- Network Administrator Area
- Early Care
- LEAP
- Math Classroom
- Explore
- STEM
- Academic Center

These programs will meet in the **ADMINISTRATIVE WING – EAST LAWN:**

- Administrative Area
 - Business Office
 - Student Services
- Any UNATTACHED visitors

Tornado Procedures

In the event of Severe Weather, the alarm will be 3 short alarms:

All students and staff are to proceed to the Main Building along the designated areas as given on the [Tornado Map](#). The Tornado Map is given in the back of this Handbook.

Campus Evacuation Procedures

In the event of a Campus Evacuation:

A message will be sent out over the radio of a pending emergency situation with a need to evacuate the campus.

With the exception of Early Care and Adult Day Care, ALL STUDENTS and STAFF should immediately proceed to the front gates. A fire alarm will be pulled to help assist in evacuating everyone out of the building.

Stay with your class or work group. Line up along the East side of the fence between Gate 1 and Gate 2. Notify administration in the event that someone is missing from your group.

No vehicles are to leave campus with the exception of those transporting the Adult Day Care participants and the school buses. Buses will begin transporting everyone off site.

Class/building rolls will be called during and at the evacuation site.

CAMPUS SECURITY POLICY

Eastern Oklahoma County Technology Center (EOC Tech) understands its responsibility to provide a safe and secure learning environment and workplace. EOC Tech is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a crime-free campus is part of this commitment.

History and Purpose

In April 1986, Jeanne Clery was a 19 years old and was a freshman attending a 4-year university. She was raped and murdered in her dorm room. Her assailant, who is spending life behind bars without parole, was also a student at the school whom Jeanne did not know prior to the attack. Her parents were alarmed by the lack of information provided students and families about the rapid increase of violent and non-violent incidents on campuses. They realized that while crimes were being reported to campus authorities, administrators often failed to provide adequate warnings about those incidents. There were no uniform laws mandating them to do so at that time.

In 1990, Congress approved the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 \(aka Clery Act\)](#) and the [Student-Right-To-Know Act](#). Later renamed in Jeanne Clery's memory, the Clery Act took effect in 1991. **It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminates campus crime statistics.**

The new [Violence Against Women Reauthorization Act of 2013](#) (aka VAWA) requires institutions to compile additional statistics for incidents of domestic violence, dating violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report (ASR). Finally, this report outlines drug and alcohol policies, and sex offense and offender policies.

EOC Tech Campus

Institutions must disclose statistics for *Clery Act* crimes that occur: (1) on campus; (2) in or on a non-campus building or property; and (3) public property. EOC Tech's "Clery Geography" includes the "on campus" and "public property" areas. The "on campus" property includes a fence around the southern, western and northern boundaries. The street (Choctaw Road) is the eastern boundary is considered as public property. The "on campus" definition includes the Main Campus Building, the Adult Day Services Building, the Business Development Center, the Public Services Building, and the fire training facilities located behind the Public Services Building. The building on Westminster owned by EOC Tech does not currently meet any of the Clery geography definitions.

Campus Security Authorities (CSAs)

EOC Technology Center utilizes specially-trained School Resource Officers from the Oklahoma County Sheriff's Department. These officers are sworn deputies with full arrest authority as provided by Oklahoma state statutes. Resource Officer is on campus during daytime hours of operation.

The Resource Officer keeps the Daily Crime Log and the Director of Instructional Services reports the statistics for reported crimes in the "Clery geography" in the Annual Security Report (ASR) and in the annual Web-based data collection.

A CLEET-certified security officer will be on duty for night classes from 5:00 p.m. to 10:00 p.m. These security officials report to the Assistant Superintendent.

In addition to the Resource Officer and Security Officer, the following individuals have significant responsibility for student and campus activities and are considered as "Administration":

• School Resource Officer (daytime)	390-5330
• Security Officer (evenings)	390-9591
• Director of Community Outreach & Communications	390-5326
• Director of Educational Services	390-5304
• Director of Instructional Services	390-5309
• Director of Business & Industry Services	390-6606
• Business Manager	390-6603
• Assistant Superintendent	390-6610
• Superintendent	390-6604

Reporting Emergencies

EOC Technology Center encourages all persons on campus to promptly report any emergency condition as quickly as possible. If the situation requires outside resources such as EMS or Fire Department response, **first call 9-1-1 to reach the local emergency operations center**. Notifying 9-1-1 expedites emergency services reaching the campus.

Then, notify someone in Administration. Notifying Administration sets into motion internal procedures that help guide outside resources to the emergency in a timely manner.

Reporting Criminal and Alleged Criminal Activities

EOC Technology Center encourages all persons on campus to promptly report all criminal activity or suspected criminal activity as quickly as possible.

Such reports should be made to the School Resource Officer, or to someone in Administration. Phone numbers to reach these officials are located in the Campus Security Authorities section above.

If a forcible or non-forcible sex offense or rape occurs, persons involved should report immediately to the Assistant Superintendent or the Director of Instructional Services located in the Main Building. The law enforcement officials will then be contacted. Upon completion of a full investigation, students will receive on-campus counseling with referral to community services on an as-needed basis.

Criminal incidents and alleged criminal incidents that are reported to the Resource Officer are recorded in a Daily Crime Log. The Daily Crime Log includes: the nature of the incident; case number date/time reported; date/time occurred; general location; and disposition/resolution. The Clery Act requires the confidentiality

To report a crime confidentially, students and employees may contact the Director of Instructional Services at (405) 390-5309, and email the Resource Officer at report@eoctech.edu.

Criminal activity that does not warrant a timely warning or outside resources should be reported to anyone in Administration. Administration will analyze and investigate the incident and then report to the appropriate local authorities, if warranted. The law enforcement agencies will then gather information and make an official report.

Access Control & Building Security

EOC Tech uses a combination of physical security and electronic security to secure buildings, classrooms, labs and offices. Generally, these tasks are performed by a CLEET-certified Security Officer who will be on duty for night classes, is under the direction of the Director of Operations or the Assistant Superintendent. In addition, EOC Technology Center employees are issued keys that provide them access to the areas that they are required to be in to perform their duties.

No building keys will be issued to students nor will employees loan building keys to a student or a non-employee. Employees are encouraged to check in with the building security personnel if they are going to be in the building after normal working hours. Students may be authorized to be in the building after normal hours if under the direct supervision of a faculty member or other employee.

Law Enforcement Agency Cooperation

EOC Technology Center also maintains an open working relationship with the local law enforcement including the Choctaw Police Department and the Oklahoma County Sheriff's Department. The Resource Officer requests crime statistics annually from the both of these law enforcement agencies. Any information reported is kept in the Resource Officer's files.

Counseling and Confidential Crime Reporting

Student Services and the Academic Center offer a variety of services to facilitate student development in the academic, career, and personal/social areas. The staff includes a certified and licensed professional counselor. Services include community referrals and crisis intervention.

All information disclosed to counselors is confidential with the exception of immediate threat of serious or foreseeable harm to self or identified others or court ordered disclosure. Students are encouraged to report crimes and threats to an Administrator and Resource Officer. All instructors are also trained in this process. Students are informed of the process during Student Orientation in August and January each school year.

Crime Prevention Education

Students are informed about crime prevention during New Student Orientation. Information will also be given in the Student Handbook about where to obtain that information. EOC has initiated several practices aimed at reducing and preventing campus crime. Such notable efforts include: (1) Building and parking lot monitors; (2) Student assemblies; (3) Employee in-service; (4) a School Resource Officer; and (5) Accessibility to alcohol and drug counseling from a local agency.

Monitoring Off-Campus Criminal Activity

At this time, EOC Technology Center has no identified off-campus student locations related to student organizations or off-campus student housing. EOC does not actively monitor criminal activity involving students that occurs off-campus. However, if information is brought to the attention of EOC Tech personnel, then appropriate action will be taken in accordance with the Student Handbook.

Registered Sex Offender

EOC Tech policy requires applicants for admission to report felony convictions or dismissals from another educational institution for disciplinary reasons.

In addition, **Title 57 Prisons and Reformatories, Chapter 8B - Sex Offenders Registration Act, Section 583** - Procedure for Registration states that any person who becomes subject to the provisions of the Sex Offenders Registration Act on or after November 1, 1989, shall register, in person with the police or security department of any institution of higher learning within this state if the person:

- (1) enrolls as a full-time or part-time student,
- (2) is a full-time or part-time employee at an institution of higher learning, or
- (3) resides or intends to reside or stay on any property owned or controlled by the institution of higher learning.

Oklahoma School Law Section 1118 – School Safety Zones

This law defines a 500-foot "School Safety Zone" around elementary, junior high and high schools, permitted or licensed child care centers, playgrounds and parks. A person who has been convicted of a crime that requires them to register pursuant to the Sex Offender Registration Act is prohibited from loitering inside the School Safety Zone except when they are the custodial parent or legal guardian of a child who is an enrolled student at the school and the person is enrolling, delivering or retrieving such child at the school or for school-sanctioned extracurricular activities.

Based on these statutes, EOC Tech prohibits registered sex offenders from attending daytime classes on any campus with high school or day care students. For evening adult education classes, enrollment decisions are made on a case-by-case basis.

Missing Student

EOC Tech does not have student residential housing. Any report of a missing student or employee will be immediately referred to the Choctaw Police Department (CPD). EOC Tech officials and security will assist the CPD when possible in their investigation.

Reporting the Annual Security Report and Campus Crime Statistics

All current students and employees will be emailed a PDF of the 2019-2020 Student Handbook, which includes the Annual Security Report & Campus Crime Statistics as reported on October 1st of each year, along with the Drug and Alcohol Abuse Prevention and Education information. The email will be set up to receive a "Return Receipt" to document receipt of the email. Current employees will also sign off on an acknowledgement receipt as part of their online contract renewal documentation.

Prospective students will receive a notice informing them that the Annual Security Report & Campus Crime Statistics, and the Drug and Alcohol Abuse Prevention and Education information is available to them upon request. Prospective employees will receive the same notice that will appear in the instructions to them when completing the online employment application.

The Director of Instructional Services prepares the Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure

of Campus Security Policy and Crime Statistics. The Crime Statistics Report can be located in the tables below. The data is also available at the following website: <https://ope.ed.gov/campusafety/#/institution/details>. Enter "Eastern Oklahoma County Technology Center" in the Name field and click on Continue to see the report.

The following section contains information on crimes and incidents occurring during the past 3 calendar years at EOC Tech concerning the number of each of the crimes that occurred on or within its Clery geography, and that are reported to local police agencies or to a Campus Security Authority. Definitions of the terms used in these tables are listed following these statistics.

STATISTICAL SUMMARY – ON CAMPUS			
On Campus	2016	2017	2018
Criminal Homicide on Campus:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			
Illegal Weapons Possession.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
STATISTICAL SUMMARY – PUBLIC PROPERTY			
Public Property	2016	2017	2018
Criminal Homicide on Public Property:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses on Public Property:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			
Illegal Weapons Possession	0	0	0

Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

OCCURRENCES OF HATE CRIMES – ON CAMPUS

Hate Crimes – On Campus	2018 Total	Category of Bias for Hate Crimes Reported in 2018							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethnicity	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Note: There were no occurrences of hate crimes on campus reported in 2016 or 2017.

OCCURRENCES OF HATE CRIMES – PUBLIC PROPERTY

Hate Crimes – Public Property	2018 Total	Category of Bias for Hate Crimes Reported in 2018							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethnicity	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Note: There were no occurrences of hate crimes on public property reported in 2016 or 2017.

Definitions:

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm

Any other crime involving bodily injury - Include in this category all applicable crimes with the exception of aggravated assault.

Arrest - Persons processed by arrests, citation or summons.

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Destruction/Damage/Vandalism of Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Drug abuse violations - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Forcible sex offense - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. *Forcible rape* - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her temporary or permanent mental or physical incapacity (or because of his / her youth).

B. *Forcible sodomy* - Oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

C. *Sexual assault with an object* - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

D. *Forcible fondling* - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and / or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental incapacity.

Hate crime - A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The applicable categories of bias are: race, gender, religion, sexual orientation, ethnicity / national origin and disability.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and / or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Liquor law violations - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above. **Motor vehicle theft** - The theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent manslaughter - The killing of another person through gross negligence.

Non-forcible sex offenses - Unlawful, non-forcible sexual intercourse.

A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Non-campus building or property - (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-campus - (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Property damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Public property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex offenses – forcible – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex offenses - non-forcible - Unlawful, non-forcible sexual intercourse.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

UCR definitions - Institutions must use the F.B.I.'s Uniform Crime Reporting Handbook (UCR) for defining and classifying crimes. For sex offences only, definitions from the F.B.I.'s National Incident-Based Reporting System (NIBRS) Edition of the UCR are used. Hate crimes must be classified using the F.B.I.'s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

Weapons: carrying, possessing, etc. - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION

In recognition of its responsibility as an employer and as an institution of career education, which promotes a productive learning and work environment, EOC Tech is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy.

The maintenance of a drug-free campus is part of this commitment. The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical, and social activities may occur. The long-term, well-being of students and employees is the objective of the policy. This program is adopted to and in compliance with the Drug Free Schools and Communities Act of 1989.

EOC Tech prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol or controlled substances by any students or employees on its property or as part of any of its activities except as they may be prescribed by a qualified physician

or other person licensed, registered, or otherwise permitted to distribute, dispense, or administer a controlled substance to treat an individual's physical or mental condition. Controlled substances are listed in Schedules I through V of Section 202 of the Controlled Substances Act found in 21 U.S.G.S. 812 and as further defined by regulations found at CFR 1300.11 through 1300.15.

Drug-Free Policy

The illegal manufacture, distribution, possession, or use of illicit drugs or alcohol by students or employees on the campus of EOC Tech or anywhere else as any part of the Technology Center activities is strictly forbidden. Employees are forbidden to perform safety-sensitive, security-sensitive, or image-sensitive functions for EOC Tech while a prohibited drug is in his/her system or possession.

A referral service for drug or alcohol counseling and treatment is available to students and employees through Student Services. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee; however, sick leave or other appropriate benefits as identified in the Student Handbook and Employee Policy and Procedures Handbook may be available for treatment or rehabilitation services. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-entry to a campus program of study or employment.

Drug testing of safety-sensitive and security-sensitive employees will be conducted prior to employment and before returning to duty after refusing to take a drug test or after not passing a drug test. (Safety-sensitive employees are defined in CFR Vol. 32, Part 280 and CFR Vol. 49, Part 653. This legislation is available for review in the Business Office.)

Employees and students are required to abide by the terms of this policy as a condition of employment or matriculation. Employees and students will receive notification annually of the EOC Tech policy, applicable legal sanctions, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

EOC Tech Sanctions

Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students and employees as identified in the Student Handbook (for students) and the Employee Policy and Procedures Handbook. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one's record and prevent entry into many careers. EOC Tech requires students and employees to abide by the terms of this policy.

A violation of the drug-free policy will be considered a program offense which can result in immediate dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

An employee must notify his/her supervisor in writing of a criminal conviction of a drug-related or alcohol-related offense occurring in the workplace no later than five calendar days following the conviction.

Legal Sanctions

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

The Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended and adopted by the United States Congress, provides penalties including imprisonment ranging up to life in prison, fines up to four million dollars, and forfeiture of property for the unlawful possession or distribution of controlled substances.

Oklahoma law provides that any person convicted of distributing, dispensing, or possessing with intent to manufacture, distribute, or dispense a controlled substance or a counterfeit substance shall be guilty of a felony and may be imprisoned up to 20 years and fined up to \$100,000 depending on the type of controlled substance involved. Subsequent convictions shall be punishable by twice the imprisonment and info otherwise authorized.

EOC Tech cooperates with all police authorities and may employ all methods of drug detection available to eliminate illegal trafficking and use of controlled substances. Enforcement agencies may be enlisted to thwart illegal drug activity by the use of agent investigations, canine (dog) searches, and sophisticated means of electronic surveillance, photography and recording. County and city laws are similar to federal and state laws. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Drug and Alcohol Prevention and Abuse Education

You hear about drugs on TV and in the movies, on the radio, in books and magazines, on the Internet, and in daily conversation with friends and peers. Some of the information is accurate, but a lot of it is not.

Here are a few realities to consider:

- You can't predict the effect that a drug can have on you—especially if it's the first time you try it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different.

- Using drugs can lead to abuse, addiction, serious health problems, and even death.
- Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

Find out as much as you can about illegal and legal drugs and their effects on your body and brain. The more informed you are, the more confidently you can make the right decision about drugs. Read DEA's Drug Fact Sheets for the latest information on the following substances:

NARCOTICS: <ul style="list-style-type: none"> • Fentanyl Overview • Heroin • Hydromorphone • Methadone • Morphine • Opium • Oxycodone 	HALLUCINOGENS: <ul style="list-style-type: none"> • Ecstasy/MDMA • Ketamine • LSD • Peyote & Mescaline • Psilocybin • Marijuana/Cannabis <ul style="list-style-type: none"> ◦ Marijuana Concentrates • Steroids • Inhalants
STIMULANTS: <ul style="list-style-type: none"> • Amphetamines • Cocaine • Khat • Methamphetamine 	DRUGS OF CONCERN: <ul style="list-style-type: none"> • DXM • Kratom • Salvia Divinorum
DEPRESSANTS: <ul style="list-style-type: none"> • Barbiturates • Benzodiazepines • GHB • Rohypnol® 	DESIGNER DRUGS: <ul style="list-style-type: none"> • Bath Salts or Designer Cathinones • K2/Spice • Synthetic Opioids

EOC Tech does not sponsor any drug or alcohol counseling, treatment or rehabilitation or re-entry programs. The closest community agency is the Tri-City Youth & Family Center, Inc. located at 14625 NE 23rd Street, Choctaw, OK, 73020, 405-390-8131. Tri-City specializes in Substance Abuse Treatment. Students and employees may also refer to the following resources:

- [GetSmartAboutDrugs.com](#)
- [JustThinkTwice.com](#)
- National Council on Alcoholism and Drug Dependence, Inc. (NCAD)
- Telephone: 1-800-NCA-CALL (622-2255)
- Website: <https://ncadd.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.samhsa.gov/>
- Treatment Finder: <https://findtreatment.samhsa.gov/>
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.niaaa.nih.gov>
- Treatment Finder: <http://www.niaaa.nih.gov/alcohol-health/support-treatment>
- National Institute on Drug Abuse (NIDA)
- Telephone: 1-800-662-HELP (4357)
- Website: <http://www.drugabuse.gov/>
- Alcoholics Anonymous (AA)
- Telephone: see local telephone directories
- Website: <http://www.aa.org/>
- Al-Anon
- Telephone: 1-888-425-2666
- National Cocaine Hotline
- Telephone: 1-800- COCAINE (262-2463)

EMT AND FIRE ACADEMY POLICIES & PROCEDURES

1. GENERAL INFORMATION AND POLICIES

1. Clinical experience, skills participation, and subject matter proficiency are regarded as essential elements in the development of a Fire and EMS student. Students will be expected to **maintain a 73% weighted grade average and have completed and turned in all necessary paperwork**. Failure to maintain a 73% weighted grade average on all required work will result in the student not being allowed to attend any scheduled clinical rotations or internships until the student's grade is at 73% or above.
2. When the application packet is turned in and the Enrollment Paperwork is completed with the Student Services Administrative Assistant, students are expected to disclose to a Student Services Advisor any academic difficulties, special arrangements, or accommodations needed to facilitate the student's learning and testing success and provide any and all required documentation (i.e. IEP, physician's diagnosis, etc.).
3. All complaints regarding the Fire/EMS program, instructors, staff, or clinical affiliates shall be submitted in writing to the Public Services Coordinator within 5 business days of the alleged incident so that all parties can be addressed concerning the issue.
4. All Fire/EMS students will have at least one (1) "no-notice" drug screen conducted during the class. Any student absent for the drug screen will have 24 hours to submit and appear for testing. Any deviation from this policy must have approval by the Public Services Coordinator and the Director of Business and Industry Services (BIS Director). Any evidence of illegal or illicit drug use will result in immediate dismissal from the enrolled program. Please see the Substance Abuse Policy located in this document for further information.
5. Students are required to notify the Public Services Coordinator if they receive a Felony conviction while attending the EMT program. The student will be immediately dismissed from the program.
6. Cell phones, pagers, and other unauthorized electronic equipment are to be left in student/cadet vehicles, unless authorized by the Instructor or Public Services Coordinator. Students will be allowed to use cell phones and pagers, outside of the building and at the appropriate times (i.e. during breaks, lunch, etc.). Students who possess or use their cell phone or any other unauthorized electronic equipment anytime during the training day, other than breaks, will be subject to the disciplinary process. This also applies to internship rotations.
7. The use of authorized electronic equipment (laptop computers and tablet devices) is a privilege. They may be used in the classroom, at the Instructor's discretion, for the purpose of taking notes or material supplementation. Any use of the electronic equipment, other than the purposes allowed by the instructor, may result in the forfeiture of the privilege. The use of the equipment for cheating or other dishonest acts will be considered "falsification of a document" and "conduct unbecoming", and will be subject to disciplinary action, which may result in dismissal from the program.
8. Students are required to adhere to all program policies. These include academic and behavioral guidelines that are outlined in the syllabus and/or the program Policies and Procedures. He/she is also required to sign the FIRE/EMS Student Agreement in this document, which will be distributed on or before the first day of class and acknowledges that they have read, understand, and agree to abide by all program policies, and academic and behavioral guidelines.
9. Students are expected to prepare for all class meetings, including reading assignments, and to participate fully in all discussions, exercises, and practical sessions to the best of their ability.
10. Students shall refrain from public or private criticism of EMS or Fire programs including clinical and internship organizations or their personnel. Students are expected to bring any questions or concerns regarding their program or instructors to their Lead Instructor.
11. Smoking and the use of other tobacco products as well as simulated, or vapor, products is prohibited while representing EOC Tech or on EOC Tech property.
12. Using, possessing, or being under the influence of illegal drugs on or off campus during any phase of any Fire/EMS program is grounds for immediate dismissal from the program and shall be reported to the proper authorities.
13. Any student who has been prescribed and is taking a medication that may impair their cognitive abilities under the care of a physician shall notify the Public Services Coordinator. Proper documentation of prescribed drugs must be presented to the Public Services Coordinator.

14. Students are expected to conduct themselves in a reasonable, prudent, courteous, and professional manner at all times. They should avoid conduct that would reflect unfavorably on themselves and/or the EOC Technology Center, EMT, or Fire Academy programs.

1.1 Uniforms

All personnel will maintain a high standard of dress and appearance. Uniforms will fit properly; trousers/pants should not fit tightly; and personnel must keep uniforms clean, serviceable, and pressed as is necessary. Students must project a professional image that leaves no doubt that they live by a common academy standard. Students will ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance.

1.1.1 Fire Academy Student

The Fire Academy student may wear the following; Fire Academy Blue polo, Red short or long sleeve t-shirt, Fire Academy Red sweatshirt or hoodie, Fire Academy Blue job shirt, Navy Blue uniform work pants or BDU style pants, black belt with silver buckle, and black tactical style boots. Physical fitness clothing consists of; Navy Blue workout shorts, Navy Blue sweat pants, Academy Red short or long sleeve t-shirt, Academy Red hoodie style sweatshirt, and athletic shoes.

1.1.2 EMT Student

The EMT Student may wear the EMT Navy Blue short or long sleeve t-shirt/polo, EMT sweatshirt or hoodie, EMT Blue job shirt, Navy Blue uniform work pants or BDU style pants, black belt with silver buckle, and black tactical style boots.

1.1.3 Classroom Attire

EMT and Fire Academy students shall wear their program uniform. They should wear a short or long sleeved t-shirt, pants, belt, and boots, unless otherwise directed. The clothing should be clean and freshly ironed with boots and belt polished. No hats or sunglasses shall be worn indoors and only EOC hats can be worn on campus.

1.2 Personal Hygiene

Students are expected to practice good personal hygiene at all times. That includes, but is not limited to, taking a shower daily, brushing teeth, and making sure all classroom and clinical attire is neat, clean, and freshly ironed. Showers will be taken after morning PT before morning inspection.

1.2.1 Male Haircuts

The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance, including dreadlocks. The hair must present a tapered appearance. A tapered appearance is one where the outline of the cadet's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not touch the ears or eyebrows, or touch the collar except for the closely cut hair at the back of the neck. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

1.2.2 Female Haircuts

Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards listed below. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited in uniform. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned so that no free-hanging hair is visible. This includes styles worn with the physical fitness uniform.

Hair-holding devices are authorized only for the purpose of securing the hair. Cadets will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and of a color as close to the cadets hair as is possible or clear. Authorized devices include, but are not limited to, small, plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair bands. Devices that are conspicuous, excessive, or decorative are prohibited.

1.2.3 Facial Hair

Male students will keep their face clean-shaven when in uniform. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, with a horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

1.2.4 Cosmetics

Females will comply with the cosmetics policy while in any uniform. Females may wear cosmetics if they are conservative and complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above.

Females will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme.

2. CONDUCT

Professional conduct and attitudes will be expected of all students at all times, on and off campus. Unprofessional conduct or attitudes toward program faculty, staff, fire department personnel, classmates, patients, or the public in general may constitute grounds for dismissal from the program.

2.1 Conduct Unbecoming of a Student

Any student, while performing skills training or in the classroom, on or off the EOC Technology Center campus, who impacts or reflects negatively on themselves, their classmates, their enrolled program or the Technology Center, will be subject to disciplinary action. Students are reminded that conduct unbecoming is a serious offense and violators will be subject to harsh discipline. For definition of disciplinary action refer to the Disciplinary Procedures section listed on page 19.

Examples of conduct unbecoming include, but are not limited to: Violating grooming standards, disrespect to an EOC Technology Center staff member or instructor, disrespect to a member of an adjunct agency, disrespect to a Cadet Company Officer or Cadet Class Commander, any violence towards another student or staff. (Violence is defined as: threats, threatening gestures, repeated disrespectful language, physical contact or a creation of a hostile learning environment). Fire Cadets using tobacco products or vaping products on or off campus while wearing a program uniform is regarded as conduct unbecoming.

2.2 Falsification of a Document

Falsification of any document, including misrepresentation, cheating, or making a false statement to any staff member or instructor of the EOC Technology Center, in any manner, will not be tolerated. Violators of this policy will be subject to disciplinary action.

2.3 Social Media

Students are **NOT** permitted, for any reason, to post any information about EOC Technology Center, the coursework, or a clinical patient at any time to any social media network. Doing so will result in immediate dismissal from the Fire or EMS Programs.

2.4 Insubordination

Students who commit ANY act, during skills training or in the classroom, which is construed to be insubordination towards any EOC Technology Center staff member, EMS or Fire program instructor, or class officers, will be subject to disciplinary action. Students are reminded that to receive respect, respect must be given. The EMS and Fire programs operate as a para-military organization. Students should address instructors, staff, and visitors by rank, "sir or ma'am," or their proper name at all times.

2.5 Abuse of Equipment

Abuse of equipment beyond normal limits incurred during training will not be tolerated. These limits shall be as determined by the Instructor or Public Services Coordinator. Willful disregard of equipment is grounds for disciplinary action. Any damage or abuse of equipment should be reported to an instructor. Abuse of equipment is not limited to damage. Any student found using equipment in a manner not intended, or that would defame, disgrace, or dishonor an EOC Technology program will be considered abuse of equipment.

2.6 Safety Violations

The instructor shall immediately address ANY act, during skills training or in the classroom, which jeopardizes the safety of an EOC Technology Center student or staff member. Students should watch for and report any act that jeopardizes the safety to themselves or others.

2.7 Dismissal

If a student is dismissed from any EMS or FIRE program, the student will be expected to empty their locker and gather all personal items. They will be directed to the BIS Director to determine whether a payment or refund is due. The student will be asked to leave campus, and will not be allowed to return to the class. If they are an EMT student, they will be listed on the Final Roster with the OSDH EMT Division as a "fail". If they are allowed to return in the future, they will have

to retake the entire FIRE or EMT program, unless special arrangements are made by the BIS Director and the Public Services Coordinator.

3. **ATTENDANCE**

Attendance is mandatory and tardiness will not be tolerated. Students are required to maintain a minimum attendance to be eligible to take certification exams, complete the EMS program, and graduate.

All students will be responsible for using the Time Clock daily. The Time Clock will be the attendance log and must be used properly to be counted present for the day. Students are to clock in when they arrive, clock out for lunch, clock in after lunch, and then clock out when leaving for the day. If a student is late, absent, or leaves early, the hours will be counted against them. If the student forgets to clock in/out at any of the designated times the student will be counted absent. If the student is tardy, they must clock in when they arrive or they will be charged with a half-day's absence instead of a tardy.

Students will be updated every two weeks on their attendance standings. Once the student reaches 2 Days of absence they will receive a written statement. Once the student exceeds the maximum allowed number of absences the student will be sent to a Review Board who will decide if the student shall be dismissed from the program.

Students are to submit any paperwork dealing with their absence, if any is available (i.e. doctor's notes, department application process requirements, etc.)

Students may not miss more than three (3) days or 24 hours throughout the entire course; this includes clinical hours. An accumulation of time equaling more than 3 days absent may be grounds for dismissal from the program.

3.1 **Absences**

3.1.1 **Class Day Hours**

When this document refers to a "class day", the "class day" represents 8 hours for Fire Academy students and 7 hours for EMT Basic, Advanced EMT and Paramedic students. Therefore, a half ($\frac{1}{2}$) day represents 4 hours for Fire Academy students and 3.5 hours for EMT Basic, Advanced EMT and Paramedic students. Missing an entire day of class will constitute one (1) absence. Missing a half day will constitute a half (0.5) absence.

3.1.2 **Tardy**

Inside one (1) minute outside the expected time to clock in will be counted as a tardy. Students are expected to be in class and ready to learn (not walking through the door) at the scheduled time unless otherwise directed. This includes the beginning of class, morning and afternoon breaks, and lunch break. All Fire Academy students shall clock in each day by 0700 hours unless otherwise directed. EMS students shall clock in each day by 0825 hours unless otherwise directed. Three tardies will equal one (1) full day absence; individual tardies will be counted a 0.33 absence.

3.1.3 **Specialized Certification Training**

Specialized training may include those classes that are required to receive certain certifications. These may include:

- Haz Mat Awareness
- Haz Mat Operations
- FLAG
- Auto Extrication
- CPR

A student that is found to be absent for any portion of these classes may be required to obtain certification on their own from an outside source. The student will be required to provide proof of course certification to the Public Services Coordinator in a timely manner.

3.2 **Attendance: Paramedic Students**

Paramedic students may not miss more than 3 days per semester, the semesters for Paramedic will be 08/01 to 1/31 and 02/01 to end of program. This represents 10% of the course hours required by the Oklahoma Department of Health, EMT Division. The students are required to attend 100% of the clinical hours for completion in the course.

Paramedic students who have three (3) consecutive absences during any module will be required to meet with a Review Board to determine whether or not to dismiss the student from the program.

3.2.1 Notification Process

Students are to call or text their Lead Instructor if they plan on being absent, or provide prior notification in advance for absences, if the student does not notify the Instructor of an absence or tardy before the class start time they will be given a Letter of Reprimand for their file, if it occurs a subsequent time they will be given a Review Board and face possible dismissal from the program.

3.3 Attendance: Fire Academy Students

Fire Academy students will be allowed to be absent a combined total of 3 days or 24 hours for each discipline (Fire & EMTB/EMTA) throughout the entire academy; this includes clinical rotations and internships. An accumulation of time equaling more than 3 days absent may be grounds for dismissal from the program.

If a student must leave class early for an appointment, an interview, etc., the student shall advise the Lead Instructor for the day, as well as his/her Company Officer and Class Commander, of when they will be leaving and how long they intend to be gone. The student must clock out at the time of their departure or they will be charged with a half/full day absence depending on the time of the last clock in/out.

3.3.1 Notification Process

When making notification of being absent or the likelihood of being tardy, the preferred method of notification is to text the Company Officer, Class Commander, and Lead Instructor. If there is no reply within five (5) minutes, notify the Public Services Coordinator or the Public Services Administrative Assistant. If the student does not notify the Instructor of an absence or tardy before the class start time they will be given a Letter of Reprimand for their file, if it occurs a subsequent time they will be given a Review Board and face possible dismissal from the program.

4. INJURIES and ILLNESS

All injuries, no matter how small, sustained by an EOC Technology Center EMT or Fire Academy student, while on campus or during training off campus, must be immediately reported to Instructional Staff. A determination will be made as to the extent of the injury by EOC Instructional Staff. A decision regarding seeking further medical attention will be made at that time. An Incident Report Form shall be completed whenever a student has been injured no matter the severity of the injury. This form is to be submitted to the Public Services Coordinator upon completion.

If an injury occurs off campus and after class hours, the student must notify Brian Stanaland (405-471-2387) and the Lead Instructor as soon as possible. A decision will be made whether the student may continue the program. Not reporting an injury will be considered insubordination and conduct unbecoming of a student, and may result in dismissal from the program.

An injury, or the monitoring of a medical condition, that causes an absence, whether sustained on or off campus, will require a doctor's release before the student is allowed to continue training. Absences incurred because of injuries due to off campus, non-program related activities, will be counted against the student's attendance record. The Public Services Coordinator reserves the right to require any student who has suffered an injury or prolonged illness to provide a medical release within 10 working days in order to determine whether he/she will be allowed to return and continue within the training program.

Skills performance is mandatory. Students who are present for class but are unable to perform the required skills due to an injury or illness are subject to program dismissal. An evaluation of the amount of skills missed will be assessed on a case-by-case basis. A determination will be made as to whether the student will be allowed to continue in the program or whether he/she must withdraw from the program.

If a student must withdraw from the current program due to an excess of allowable absences or missed skill days due to an injury or illness, he/she may have the option to return to a future program for completion at the discretion of the Public Services Coordinator. The option to return will only be allowed with approval of the Public Services Coordinator, BIS Director, and EOC Technology Center staff.

If a student is released from the program, the student's official withdrawal date will determine if a refund is due to the student as well as the amount according to the Refund Policy. Students should refer to the "EMT AND FIRE ACADEMY REFUND POLICIES" section of the Student Handbook for more information. If the student has questions about the amount of refund wants to file an appeal, the student should refer to the Appeal portion of the Refund Policy and submit the appeal to the BIS Director. These requests will be handled on a case-by-case basis.

5. ACADEMIC REQUIREMENTS

Students are expected to maintain an overall 73% weighted grade average. Failure to do so may result in dismissal from their enrolled program.

5.1 EMT Programs

5.1.1 CPR Course Completion

Students must obtain and maintain a current American Heart Association Basic Life Support Course for Health Care Provider card.

5.1.2 EMT Exams

Examinations are designed to test the student's mastery of course objectives for blocks of related course content. Exams will be given at the times indicated on the course schedule or will be announced by the Lead Instructor at least one class session prior to being administered. Student will only be allowed to take up to three (3) "B" tests, which may be used to retest EMT content. The score recorded for a given exam will be obtained by the higher of either the "A" or "B" test. The scores of all recorded tests will be used to calculate the 73% weighted grade average. Any student who misses an exam due to absence is responsible for making test arrangements with the Lead Instructor or the Academic Records Manager by the end of the next business day.

A "B" test is a second attempt to show competency of the subject content. If a student wishes to take a "B" test, it must be taken within the same quarter grade benchmark (appx. every 6 weeks) in which the "A" test was originally taken. A "B" Test Request Form must be filled out by the student and given to the Academic Records Manager. A "B" test may not be taken the same day as an "A" test from the same subject content.

5.1.3 Quizzes

Quizzes will be given to allow the student and Lead Instructor to assess the student's mastery of the course objectives on an ongoing basis. Quizzes may be either announced or unannounced. They may include material from the previous class meetings and/or reading assignments. However, any material covered to date is subject to being tested.

5.1.4 Practical Exams

Practical examinations will be held in conjunction with scheduled written exams. Students will be permitted one retest per skill. A skill retest must be scheduled with the Lead Instructor. **Students will not be permitted to schedule clinical rotations until ALL pertinent skills have been tested and successfully completed.**

5.1.5 Final Exam

The final exam will cover all program material. Students must have at least 73% overall average after the final exam. Otherwise, the student will fail the course and will not be permitted to take the National Registry Exam. The EMT program final exams will count for 25% of the final grade.

Successful completion of the course is contingent upon: (1) the student's **final grade** consisting of a 73% weighted grade average (derived from the average of exams, workbook, quizzes, and final exam); (2) **clinical packet** turned in to the Clinical Coordinator by the designated due date; and (3) the student's successful performance of the **practical skills** competencies.

5.1.6 Homework

Homework will be assigned to encourage out-of-classroom study including reading assignments. Frequency and type of homework will be left to the discretion of the Lead Instructor. A final grade for the student's homework, will be given at the end of the class. Homework must be completed by the date set to receive full credit. Failure to do so could result in failure of that portion of the course, which could result in a failing grade, and unsuccessful completion of the EMT Program.

5.1.7 Class Participation

Students are expected to contribute to classroom discussions and participate fully in practical sessions. Students will also be expected to attend program-related field trips.

5.2 Fire Academy Students

5.2.1 Fire Fighting Exams

Examinations are designed to test the student's mastery of course objectives for blocks of related course content. Exams will be given at the times indicated on the course schedule or will be announced by the Lead Instructor at least one class session prior to being administered. Students will only be allowed to take three (3) "B" tests to be used on Fire Training content. The scores of all tests taken will be used to calculate the GPA. The score recorded for a given exam will be obtained by the higher of either the "A" or "B" test. Any student who misses an exam due to absence is responsible for making test arrangements with the Academic Records Manager by the end of the next business day.

A "B" test is a second attempt to show competency of the subject content. If a student wishes to take a "B" test, it must be taken within the same quarter grade benchmark (appx. every 6 weeks) in which the "A" test was originally taken. A "B" Test Request Form must be filled out by the student and given to the Academic Records Manager. A "B" test may not be taken the same day as an "A" test from the same subject content.

Failure to have a 73% weighted grade average at any grade check (appx. every 2 weeks) will result in a written counseling to determine the need for remedial training. An overall class average below 73% weighted grade average at a quarter grade benchmark will result in a Review Board hearing at the discretion of the Public Services Coordinator, which may result in dismissal from the program.

Successful completion of the course is contingent upon: (1) A passing grade for all fire training exams of 73%; (2) the student's final grade consisting of a 73% weighted grade average derived from the average of exams, workbook, quizzes, homework, final exam and (3) completion of subject skills. The formula used to determine the 73% weighted grade average will be as follows:

Basic Auto X – 4%
Emergency Vehicles Operation – 2%
Fire Dept. Practicum – 2%
Firefighter 1 general study – 35%
Firefighter 2 general study – 18%
Firefighter Safety and Survival – 2%
Firefighting Physical Training – 2%
FLAG – 2%
Flashover – 2%
Haz Mat Awareness – 8%
Haz Mat Ops – 15%
NIMS – 2%
Orientation – 2%
Pump Operations / Water Supply – 2%
Skills Lab – 2%

For Firefighter 1 IFSAC Certification testing purposes ONLY, the grade will be determined by the following test scores: Basic Fire Behavior and Extinguishers; Firefighter 1 general study (textbook chapter tests); Firefighter Safety and Survival; Haz Mat Awareness; Haz Mat Ops; and NIMS.

For Firefighter 2 IFSAC Certification testing purposes ONLY, the grade will be determined by the following test scores: Basic Auto X; Firefighter 2 general study (textbook chapter tests); and FLAG.

An "A" test that is missed will be given a grade of "0". A student who misses an "A" test may use a "B" test to receive a grade. Exceptions to this policy may be made on a case-by-case basis by the Public Services Coordinator.

The total grade for students that are enrolled in FAC Basic or FAC Advanced will be based on their accumulative grades in both EMT and Fire content.

5.2.2 IFSAC Certification Exam

IFSAC Certification Exams are provided through OSUFST and are considered an additional certification that is provided through the Fire Academy program. The ability for a student to take the IFSAC certification exam is a privilege that is obtained through the successful completion of the class studies and practical skills required within the Fire Academy program. These requirements include a 73% weighted grade average and a completion of all skills pertaining to the studies required for each certification:

- Fire Fighter 1
- Haz Mat Awareness (required for Fire Fighter 1)
- Haz Mat Operations (required for Fire Fighter 1)
- Fire Fighter 2
- FLAG (required for Fire Fighter 2)
- Auto Extrication Basic (required for Fire Fighter 2)

A student that does not successfully meet the requirements, as set forth within the Fire Academy program will not be eligible to take the IFSAC certification exam.

3. Homework

Homework will be assigned to encourage out of classroom study. Frequency and types of homework will be left to the discretion of the Lead Instructor.

6. DEMONSTRATION OF PROFICIENCY

6.1 EMT Programs

A student who demonstrates a lack of proficiency or an unwillingness to participate during clinical rotations may be required to complete additional instruction and clinical experience or be prohibited from taking the National Registry EMT-B/A/P exam.

6.2 Fire Academy Students

A student who demonstrates a lack of proficiency or an unwillingness to participate during clinical rotations/skills testing may be required to complete additional instruction or be prohibited from taking the certification test.

Throughout the Fire Academy program, students will have an opportunity to take IFSAC or other industry certification tests. Many fire departments require these certifications to be eligible to apply for the position of firefighter. At the very least, these certificates may increase a student's opportunity of employment if they are listed on a resume. These tests are offered at the completion of each module. For a student to be eligible to take the industry certification test, he/she must pass the end-of-course test with a grade of at least 73% weighted grade average.

7. CLINICAL ROTATIONS AND FIELD INTERNSHIPS

Students will be expected to attend all scheduled clinical rotation and field internship shifts. Any attempt by a student to schedule a clinical rotation or field internship shift without the permission of the Clinical Coordinator is a serious offense and may result in dismissal from the program.

If a student is absent from a clinical rotation or field internship shift, he/she will be required to meet with the Public Services Coordinator or designee for a formal explanation. Whether the absence is deemed excused or unexcused, the student will be required to reschedule the missed hours. An unexcused absence is a serious offense, and will result in the discipline process.

If a student incurs a second unexcused absence from a clinical rotation or field internship shift, he/she will automatically fail and be dismissed from the program.

If a student arrives late for a clinical rotation or field internship shift, leaves before the end of the assigned shift, or fails to meet their objectives, the student must notify the Public Services Coordinator.

Any student dismissed from a clinical rotation shift or field internship for misconduct, inappropriate attire, or poor hygiene, which results in missed hours, must meet with the Public Services Coordinator, or designee for a formal explanation. This is a serious offense and may result in dismissal from the program.

7.1 Expectations For Clinical and Internships Rotations

1. The student will park in the visitor parking areas of each facility or fire station.
2. The student is expected to be punctual, and should report to their assigned facility or fire station at least 15 minutes before the beginning of their rotation or internship. Shift change at the emergency service agency is a busy time, so the student should not expect an orientation to the facility or department until the shift change duties have been completed.
3. If you are asked to perform a skill for which you have not yet been trained, respectfully advise the clinical site authority or on duty officer that the skill is beyond your scope of training. **PERFORMING DUTIES BEYOND YOUR LEVEL OF TRAINING CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.**
4. Eating or drinking is only allowed in designated areas.
5. The use of tobacco products in any form is prohibited.
6. Do not enter EMS or Fire Apparatus vehicles without the permission of one of the crewmembers.
7. Driving any EMS or Fire apparatus is absolutely prohibited!
8. Do not give out telephone numbers of the Medical facility or Fire Station, and do not use these telephones for personal calls. If the student must make a phone call, get permission, and limit the amount of time on the phone.

9. When a student meets the EMT or Fire crew they will be working with, they should make it known that they are willing to learn and actively participate. The student should find out what may be expected of them on a call. Some crews want the student to do only what they are instructed to do, while others prefer the student to take more initiative.
10. The student should ask to look through the EMS or fire apparatus. The student may be asked to get things for the crew, so they should become familiar where items are located BEFORE responding on a call.
11. The student shall not use their mobile phone while attending clinical rotations or fire internships unless they are granted permission by the host/staff. The student should limit the amount of time spent on the phone. The student should remember that they are at the site to look, listen, learn, and participate. The student should leave pagers, mobile phones, and other electronic equipment in their personal vehicle or turned off. This type of equipment often disrupts specialized equipment within the facilities and stations.
12. Observe the accepted rules of confidentiality while doing clinical and internship rotations. Discuss a patient's condition or treatment only with the personnel responsible for the patient's care. Any such discussions should be private, out of hearing of the patient and family members, and limited to medical aspects of the case. Classroom discussion of patient cases may be appropriate; however, the patient's name and any other identifiable information must not be disclosed. VIOLATION OF PATIENT CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE PROGRAM.
13. Students must follow the Uniform and Hygiene policy outlined in the EOC Policies and Procedures. Repeated or flagrant violations of the clinical dress code WILL result in dismissal from the EMT Program.
14. Students are NOT permitted to attend clinical rotations with their employer, or with friends/family members.
15. Any shift to be scheduled or requests for rescheduling or cancellations must be submitted to the Clinical Coordinator for approval at least 72 hours in advance.
16. Late data entry in FSDAP will result in point deduction from your clinical grade.
17. All questions from the patient, family members, friends or others, regarding the patient's condition or treatment should be referred to the appropriate staff members.
18. DO NOT QUESTION THE CARE OF A PATIENT IN THE PRESENCE OF THE PATIENT, FAMILY MEMBER, OR FRIENDS. Methods of treatment may vary depending on the patient's condition or medical history, the setting, or the preference of the individual responsible for the patient's care. Accordingly, any questions must be asked with due respect.
19. The student SHOULD NOT SEEK FREE MEDICAL ADVICE for themselves, their family, or friends during clinical rotations.
20. **Proper safety precautions must be taken at all times to avoid potential injury or infections. The student must use personal protective equipment (gloves, etc.) on all incidents.**
21. If you are asked to perform a procedure for which you have not been trained, respectfully advise the clinical staff that the task is beyond your scope of practice/training. PERFORMING DUTIES BEYOND YOUR LEVEL OF TRAINING CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.
22. If a student is injured during a clinical rotation, or has close contact with a patient who may be suffering from a communicable disease, notify the clinical site authority or the on duty officer for the appropriate procedure to follow. Also, advise the Clinical Coordinator, Lead Instructor, the Public Services Coordinator, and Joe Bennett immediately following the exposure.
23. If a problem of ANY kind arises during a clinical rotation or internship shift, the student should document, in writing, the event(s), any individuals involved, and any other pertinent information, then contact the Clinical Coordinator, Lead Instructor, the Public Services Coordinator, and Joe Bennett. The student SHOULD NOT ATTEMPT TO SOLVE THE PROBLEM OR RESOLVE DIFFERENCES ON THEIR OWN.
24. It is the student's responsibility to ensure that their paperwork is completed and signed as instructed. Failure to do so will result in the clinical hours not counting towards the student's overall required contact hours. The student will be required to reschedule those hours with the Clinical Coordinator. Points will be deducted from their final clinical grade.

25. Disciplinary action may be warranted for any student who demonstrates improper behavior in regard to clinical rotations to include, but not limited to:
- Failing to meet an established deadline or course requirement without valid reason and without advance approval
 - Attending a scheduled clinical shift, orientation session, or field trip late and without advance approval
 - Attending an improperly scheduled clinical shift
 - Failing to follow the established advance notification procedures when late or unable to attend a scheduled clinical shift, orientation or field trip
 - Attending a clinical shift in improper attire, or without required supplies, clinical packet, or EOC EMS student photo ID badge
 - Attending a clinical shift with an expired: (a) BLS/CPR card, (b) TB/PPD skin test or other "negative status" verification record, and/or (c) Background/Criminal History Record Check
 - Attending a clinical shift that is not approved in advance by the EMS Program Office
 - Rescheduling more than three (3) clinical shifts during the semester
 - Behavior in the clinical setting which is disruptive to the learning process of others, or which would jeopardize contractual relationships established by EOC

NOTE: Failure to abide by any of these standards may result in an invalid clinical shift, which will result in the related hours and competencies not counting toward course completion. Additionally, one exception alone in this category can result in administrative withdrawal.

7.2 Expectations for Field Internship

- When you are assigned to an apparatus, ask questions about your assignment and familiarize yourself with all the equipment and its location.
- When an alarm is received and the apparatus that you are assigned to has been dispatched to a call, you are responsible for being on that apparatus in a timely manner so as to not delay the apparatus departure from the station.
- Be prepared to dine with the station that you are assigned. It is appropriate for the student to bring money (\$10.00) to assist with the cost of the meals.
- The student shall bring an additional EOC uniform to the station that they are assigned. This uniform is to be used in the case that their uniform becomes soiled or dirty. You must remember that you are a representative of the EOC fire academy and that the student policy hygiene rules still apply.
- Photos are not allowed during any internship. The taking of "selfies," apparatus, stations, incident scenes, or responses is prohibited.
- Interior fire attack operations are not allowed. Students are prohibited from entering any IDLH atmosphere.
- Students may engage in defensive operations from the exterior of the structure. This may include retrieving equipment from the apparatus, manning a hose line, pulling supply hose, etc. Under no circumstances is a student to enter the fire building.

NOTE: This is only a partial set of standards of conduct and is not intended to be all-inclusive. The student is expected to exercise discretion and common sense, behave as a guest of the site, and represent EOC Technology Center in a professional manner.

8. DISCIPLINARY PROCEDURES

Any situation involving conduct, attendance, or academic progress will be managed through the use of the following disciplinary process. *The outcomes of the Disciplinary Process will be determined on a case-by-case basis. Offenses will be judged by their severity. The Public Services Coordinator reserves the right to enter any student into the disciplinary process at any point, which may include the listed disciplinary action and/or dismissal. The final decision is at the Public Services Coordinator's Discretion.* Notation of any event will be placed in the student's file.

8.1 Documented Oral Counsel

Oral Counseling may be used for a first time simple offense or to notify the student about their grade point average, absenteeism, and missed skills. **The Oral Counsel will be accompanied by a written document stating that the student understands what was discussed. The Oral Counsel will occur for attendance and academic purposes as well; the first grade check, either 2 weeks after the start of the course or 2 weeks after the previous 6 week**

benchmark, will have an accompanying Oral Counsel for all students who either have 2 or more absences or have a grade of 73% or lower. This will serve as a time for the student to relay any needs or problems with the program.

8.2 Written Counsel

Depending on the situation, Written Counseling may be the first step in the disciplinary process. Written Counseling will be used for identifying solutions from staff and student and may be given at the discretion of the Public Services Coordinator. For the purposes of academic and attendance issues the second grade check, either 4 weeks after the start of the program or 4 weeks after the previous 6 week benchmark, will have an accompanying Written Counsel for students who either have 2 or more absences or have a grade of 73% or lower. This Written Counsel will serve as a reminder of the policies and procedures pertaining to academics and attendance.

8.3 Letter of Reprimand

The Letter of Reprimand typically identifies a serious situation. Depending on the situation, Written Counseling may be the first step in the disciplinary process. A Letter of Reprimand may be used for a third offense, excessive absences, insubordination, conduct unbecoming, safety violation, etc.

8.4 Review Board – Probation, Dismissal and Re-Admission

The function of the Review Board is to review all pertinent documentation concerning a student's performance and make a recommendation concerning the continuation of the student in their enrolled program with EOC Technology Center. A Review Board will be given to the students who are in violation of the Policies and Procedures pertaining to grades and attendance. At the cessation of each 6-week period, or the Benchmarks, the student is to be in compliance with the attendance and grade parameters. If the student has more than 3 absences in Fire or EMS they will be sent to Review Board to make an appeal as to why they should continue in the program. Students whose overall grade is below the minimum of 73% will be sent to a Review Board; students with an overall grade between 70-72.9% will be placed on Academic Probation of 2 weeks. If the student does not achieve a passing grade at the end of the two weeks, then the student will be immediately dismissed without another Review Board. Students with a grade of 69.9%, or below, will be released from the program and will be eligible to apply for the next academy or program.

Any student who has shown a sustained disregard for the program, academics, and/or the disciplinary process without conformity may, at the discretion of either the Public Services Coordinator, be called before a Review Board. The student may request a Review Board hearing to review a given counseling or reprimand if the student does not feel it was fairly administered. The last step in the appeals process for a student is to request an appeal consult with the BIS Director. The BIS Director's decision is final.

Members the Review Board:

- EOC Instructor
- Academic Records Manager
- Public Services Coordinator or designee
- Independent EOC Technology Center Staff Member
- Independent EOC Technology Center Staff Member

9. NONDISCRIMINATION POLICY

Eastern Oklahoma County Technology Center does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, or activities. For inquiries concerning this policy, contact Brent Casey at Eastern Oklahoma County Technology Center, 4601 N. Choctaw Road, Choctaw, OK 73020. Tele: (405) 390-9591

10. STUDENT COMPLAINT AND GRIEVANCE POLICY

Students who wish to file a complaint or grievance should refer to the "GRIEVANCE PROCEDURES for TITLE IX, TITLE VI & SECTION 504 COMPLIANCE" section of the Student Handbook.

11. SUBSTANCE ABUSE POLICY

The safety of the public and the patients served by the EMT and Fire Academy programs is of paramount concern to the EOC Technology Center (EOCTC). Students who use drugs or alcohol pose serious safety risks to patients, as well as to other students, and the employees of EOCTC, clinical facilities, fire departments, and sites at which students engage in clinical rotations and internships. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and the quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

11.1 **Policy**

Due to the devastating impact the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and the employees of EOCTC, clinical facilities, fire departments, and sites at which students engage in clinical rotations and internships, EOCTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of alcohol and/or illegal chemical substances.

All students who are enrolled in any program will be tested for drugs and alcohol, prior to their participation in either EMT clinical rotations and/or fire internships. Additionally, students may be tested for drugs and alcohol, at any time, on a random selection basis, while enrolled in any portion of the Fire Academy programs or any EMT program. Finally, reasonable suspicion testing will be performed as needed, at the discretion of the Public Services Coordinator. All drug and alcohol testing will be conducted in compliance with applicable law.

Upon receiving notification from the staff of EOCTC, students must present themselves for drug and alcohol testing. Any student who tests positive for drugs and/or alcohol may ask for review by scheduling a one-on-one appointment with the Public Services Coordinator. On a case-by-case basis, after conferring with the MRO of the drug testing company and the student, the Public Services Coordinator may allow the student to take another drug test at the student's expense.

Any student who tests positive for the presence of undocumented drugs and/or alcohol, or refusing or failing to participate in or cooperate with any part of the testing process is a direct violation of EOCTC policy and **will be immediately dismissed from the EMT or FIRE Academy program.**

11.2 **Definitions**

11.2.1 **Alcohol**

Ethyl alcohol or ethanol

11.2.2 **Drug or Alcohol Test**

A chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath, or hair.

11.2.3 **Drug or Illegal Chemical Substance**

Any substances, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. Illegal substances include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization, and all prescribed drugs and over-the-counter drugs being used for an abusive purpose. Examples of some of the drugs are, but not limited to: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbituates, benzodiazapines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

11.2.4 **Positive**

When referring to an alcohol or drug test, positive means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof, using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol/drug test.

11.2.5 **Random Selection Basis**

A mechanism for selecting students for alcohol/drug testing that:

1. Results in an equal probability that any student from a group subject to the selection mechanism will be selected; and
2. Does not give EOCTC discretion to waive the selection of any student selected under the mechanism.

11.2.6 **Reasonable Suspicion**

A belief that a student is using or has used alcohol or drugs, drawn from a specific objective and articulate facts, and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

1. Observation, such as:
 - a. The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
 - b. The direct observation of alcohol or drug use
2. A report of alcohol or drug use, provided by reliable and credible sources and which has been independently corroborated; or
3. Evidence that a student has tampered with an alcohol or drug test; or

4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC premises or directly or indirectly participating in any EOCTC program.

FIRE/EMS STUDENT AGREEMENT

I, (Print Name) _____, have read and understand the Policies and Procedures of this program and agree to abide by these rules. I also understand the following are the minimum requirements for successful completion of the Fire Training and/or EMT programs. I further acknowledge that I am aware of and have seen the refund policy.

Minimum Requirements:

1. Maintain a minimum 73% "C"/GPA 2.0 weighted grade average and pass all practical skills.
2. Receive a minimum of 73% "C"/GPA 2.0 weighted grade average on the final course exam to be eligible to take industry certification exams.
3. Complete 100% of the clinical and/or internship hours, and complete and submit the proper documentation, including evaluations before the final exam.
4. Attend 90% of the total classroom hours. Absences should be kept to a minimum, and not exceed the hours or days prescribed in this document.
5. Complete all homework and/or other assignments in the required time frame.
6. Have all financial arrangements concluded with EOCTC.
7. Maintain a professional and ethical behavior, attitude, and appearance throughout the entire program.

NOTE: At the discretion of the Public Services Coordinator and/or BIS Director, medical situations will be evaluated on a case-by-case basis for the consideration of refunds. Medical documentation must support the request for refund. It is also understood that any medical cost incurred by me during my participation in the EMT and/or Fire Academy programs are subject to be solely and totally my responsibility.

Student Signature Date

Witness Signature Date

Instructor Signature Date

WITHDRAWAL POLICY

To officially withdraw, the student should inform the instructor and the Student Services Office. An **Official Withdrawal form** will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the Instructor or Coordinator for the student to record effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations. If a student just stops attending without notifying the school, the absences may be counted against the student which may result in suspension. Non-attendance does not constitute a drop or withdrawal; the student will not receive any refund.

If an adult student is dismissed from the career major, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed from the career major include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

Federal Pell Grant recipients who withdraw will be affected by the Return of Title IV Funds (R2T4) regulations. The R2T4 regulations and an example of how it's calculated are located in the Financial Aid Information section of the Student Handbook.

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws **before** the official start date of the program. For the Fire Academy (FAC), the Pre-Academy Orientation class occurs **before** the official start date of the Fire Academy program.

Students must submit a completed Official Withdrawal Form to a Student Services Advisor **before** the official start date of the program. Students who officially withdraw **before** the official start date of the program will receive a full (100%) refund of tuition and the deposit paid.

OFFICIAL WITHDRAWAL

An **Official Withdrawal** is defined as the action taken by a student who submits a completed Official Withdrawal Form to Student Services **on or after** the official start date (Day 1) of instruction of the student's program. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the "REFUND POLICY" (see below). **NOTE:** Students who received the Federal Pell Grant should contact the Financial Aid Coordinator before withdrawing from EOC Tech.

UNOFFICIAL WITHDRAWAL

An **Unofficial Withdrawal** is defined when a student fails to attend or ceases to attend their program without "officially withdrawing" from EOC Tech (see "OFFICIAL WITHDRAWAL" section above). Non-attendance does not constitute a drop or withdrawal; the student will not receive any refund.

Students who need to withdraw from EOC Tech should contact their instructor. It is recommended that a student talk with a Student Services Advisor before beginning the withdrawal process too, including the Financial Aid Coordinator.

Once a student has withdrawn from EOC Tech, a Student Information Update form will be completed and given to Student Services. This form will include the last date of attendance and the official date of withdrawal. The refund will be calculated based on the latest date.

If an adult student is dismissed from the program, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed from the program include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating, or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**

EMT AND FIRE ACADEMY REFUND POLICIES

NOTE: Students should contact Janie Prior, Financial Aid Coordinator, to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech to discuss the ramifications of an early withdrawal from the program.

EMT STANDALONE TUITION REFUND POLICY (EMT Programs Only)

The school date in which the student submits the completed Official Withdrawal Form to Student Services will be the date used to calculate a **Tuition** refund according to the following Refund Policy:

- Students, who officially withdraw on or before Day 1 of instruction, will be eligible for school charges to be cancelled on their account and will be eligible for a full refund.
- Students, who officially withdraw on Day 1 of instruction and before Day 2 of Instruction will receive a full refund of Tuition only. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw on Day 2 through Day 4 (2 weeks) of instruction, will owe 25% of Tuition charged; any amount paid for Tuition above 25% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 4 through Day 8 (4 weeks) of instruction, will owe 50% of Tuition charged; any amount paid for Tuition above 50% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw after Day 8 through Day 12 (6 weeks) of instruction, will owe 75% of Tuition charged; any amount paid for Tuition above 75% will be refunded to the student. There will be no refunds for fees charged to student's account.
- Students, who officially withdraw on or after Day 13 of instruction, will owe 100% of Tuition charged and no refund of Tuition will be processed. There will be no refunds for fees charged to student's account.

The date of an official notice of withdrawal does not include weekends or holidays.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal.**

I'm active military and/or a reservist. What is the policy if I'm called up for active duty during an EMT program?

- **Active Military and/or Reservists (EMT Programs):**
If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 73%/"C" at time of withdrawal. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.

Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date. These requests will be handled on a case-by-case basis.

FIRE ACADEMY TUITION REFUND POLICY (FAC Programs Only)

The school date in which the student submits the completed Official Withdrawal Form to Student Services will be the date used to calculate a **Tuition** refund according to the following Refund Policy:

- Students, who officially withdraw on or before the Pre-Academy Orientation date, will eligible for school charges to be cancelled on their account **except for the \$100 Fire Academy Registration Fee which is non-refundable.**
- Students, who officially withdraw after the Pre-Academy Orientation date and before Day 2 of instruction, will receive a full refund of Tuition only. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable.**

- Students, who officially withdraw on Day 2 through Day 10 (2 weeks) of instruction, will owe 25% of Tuition charged; any amount paid for Tuition above 25% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable**.
- Students, who officially withdraw on Day 11 through Day 20 (4 weeks) of instruction, will owe 50% of Tuition charged; any amount paid for Tuition above 50% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable**.
- Students, who officially withdraw on Day 21 through Day 30 (6 weeks) of instruction, will owe 75% of Tuition charged; any amount paid for Tuition above 75% will be refunded to the student. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable**.
- Students, who officially withdraw on or after Day 31 of instruction, will owe 100% of tuition charged and no refund of tuition will be processed. There will be no refunds for fees charged to student's account, including the **\$100 Fire Academy Registration Fee which is non-refundable**.

The date of an official notice of withdrawal does not include weekends or holidays.

NOTE FOR PELL STUDENTS: Students should contact the Financial Aid Coordinator to discuss their Return of Title IV funds calculation before withdrawing from EOC Tech. Students who received the Pell Grant will be subject to the "Return of Title IV Funds" and Post-Withdrawal Disbursement" regulations (see FINANCIAL AID SECTION).

REFUND INFORMATION FOR PELL STUDENTS

Students who received the Federal Pell Grant from EOC Tech and who withdraw, officially or unofficially, will be subject to the "Return of Title IV" regulations. The date established as the student's official withdrawal date will be used to calculate the Return of Title IV refund. Generally, the student and/or school will have to return any amount of the Pell Grant that is defined as "unearned" of the official withdrawal date. More information may be found in the Student Handbook.

NOTE FOR ALL VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOC account, and **beneficiaries could be in debt to the VA for funds returned by the school due to early withdrawal or dismissal**.

I'm active military and/or a reservist. What is the policy if I'm called up for active duty during a FAC program?

- **Active Military and/or Reservists (Fire Academy Programs):**
If a student, who is **active military or a reservist**, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for any fire certifications earned in the previous fire academy, if the student returns to attend a fire academy program in the future. If a student knows they will have **scheduled military training** before enrollment, then the student should enroll in the term that does not include the scheduled military training.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid. Students will not be eligible to receive any completions certificates or transcripts from EOC Tech until outstanding obligations have been paid including payment of the **\$100 Fire Academy Registration Fee**. Students will not be allowed to enroll at EOC Tech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate Director to request an adjustment to their official withdrawal date. These requests will be handled on a case-by-case basis.

EOC TECH Official Withdrawal Form

ALL STUDENTS: Consult with Student Services and Financial Aid Coordinator to determine your options and the potential impact of withdrawal on your academic plan of study.

FINANCIAL AID/VA STUDENTS: Consult with the Financial Aid/VA Coordinator to determine the potential impact of withdrawal on current and future financial aid eligibility, VA benefits, and outstanding obligations.

Student Name (Last, First, MI)

Student Address (street and number) (city) (state) (ZIP)

Student Phone Number (include area code):

Last 4 Digits of Student SSN:

Student Email Address:

Reason for Withdrawal (check all that apply):

☐ Academic Failure ☐ Disciplinary ☐ Financial ☐ Employment

☐ Family ☐ Active Military Duty ☐ Transferring to another school

☐ Illness/Injury (please specify): ☐ Other: _____

Program Name:

Requested Withdrawal Date (mm/dd/yyyy):

Acknowledgement of Withdrawal

I understand that a withdrawal from my program may have academic and financial implications and have consulted with, or will consult, with a Student Services Advisor and Financial Aid Coordinator/VA School Certifying Official.

I understand that I may have an outstanding balance which, if unpaid, will prevent me from future enrollment, receiving certificates or transcripts, or utilizing any other school service until paid in full.

I understand that my withdrawal is effective the date this form is submitted to a Student Services Advisor, and any possible refund will be calculated based on that effective date and in accordance with the published EOC Tech Refund Policy.

Student Signature

Date Signed

For EOC Tech Use Only (revised April 2018):

2019-2020 FULL-TIME CAREER MAJORS

(Information may be subject to change)

Program Area	Career Major Name	CIP Code	SOC Code	Clock Hours	Est. Mos	School* Charges	Pell?	VA?	OK Prom?
Accounting	Financial Clerk v.2	52.0302	43-3031.00	600	7	\$1,200.00	Yes	No	Yes
Accounting	Acct Receivable/Payable Clerk v.4	52.0302	43-3031.00	840	9	\$1,680.00	Yes	No	Yes
Accounting	Payroll Accounting Clerk v.3	52.0302	43-3051.00	960	10	\$1,920.00	Yes	No	Yes
Accounting	Full Charge Bookkeeper v.3	52.0302	43-3031.00	1,080	11	\$2,160.00	Yes	No	Yes
Admin Support	Administrative Assistant	52.0401	43-6014.00	600	7	\$1,200.00	Yes	No	Yes
Admin Support	Executive Administrative Asst. v.3	52.0402	43-6011.00	1,080	11	\$2,160.00	Yes	No	Yes
Admin Support	Microsoft Office Specialist v.2	52.0402	43-6011.00	960	10	\$1,920.00	Yes	No	Yes
Admin Support	Office Information Specialist	52.0401	43-6014.00	960	10	\$1,920.00	Yes	No	Yes
Automotive	Automotive Service Tech - NATEF Compliant	47.0604	x49-3023.00	995	12	\$1,990.00	No	No	No
Digital Media	Digital Cinema Technician-20 (HS only)	10.0201	x27-4011.00	450	9	N/A	No	No	No
Digital Media	Digital Cinema Specialist-20	10.0201	27-4011.00	900	9	\$1,800.00	Yes	No	Yes
Digital Media	Advanced Digital Cinema	10.0201	x27-4011.00	600	7	\$1,200.00	Yes	No	Yes
Digital Media	Digital Photography Technician-20 (HS only)	50.0605	x27-4021.00	450	9	N/A	No	No	No
Digital Media	Digital Photography Specialist-20	50.0605	27-4021.00	900	9	\$1,800.00	Yes	No	Yes
Digital Media	Advanced Digital Photography	50.0605	x27-4021.00	600	7	\$1,200.00	Yes	No	Yes
Early Care	Early Care & Ed Teacher Asst v.2	19.0709	x39-9011.00	467	6	\$934.00	No	No	No
Early Care	Early Care & Ed Master Teacher v.2	13.1210	25-2011.00	934	10	\$1,868.00	Yes	No	Yes
Early Care	Early Care & Ed Director v.2	13.0401	11-9031.00	1,341	14	\$2,682.00	Yes	No	Yes
Early Care	Early Care & Ed Specialist	13.1210	25-2011.00	1,180	12	\$2,360.00	Yes	No	Yes
Electrical	Electrical Asst.-Entry Level v.2 (HS only)	46.0302	x47-2111.00	465	10	N/A	No	No	No
Electrical	Residential/Comm. Electrician's Asst. v.3	46.0302	47-2111.00	1,065	11	\$2,130.00	Yes	No	Yes
EMT	EMT Basic-20-(Adult only)	51.0904	x29-2041.00	366	6	\$1,472.00**	No	Yes	No
EMT	EMT Advanced-20-(Adult only)	51.0904	x29-2041.00	409	6	\$1,636.00**	No	Yes	No
Emer Services	Basic Firefighter-20 (HS Seniors only)	43.0203	x33-2011.01	375	9	N/A	No	No	No
Fire Academy	Master Firefighter Basic-20 (Adult only)	43.0203	33-2011.01	818	6	\$4,477.00**	Yes	Yes	Yes
Fire Academy	Master Firefighter Advanced-20 (Adult only)	43.0203	33-2011.01	863	6	\$4,638.00**	Yes	Yes	Yes
Graphic Arts	Graphic Arts Technician-20 (HS Only)	50.0401	x27-1024.00	480	10	N/A	No	No	No
Graphic Arts	Graphic Arts Specialist-20	50.0401	27-1024.00	960	10	\$1,920.00	Yes	No	Yes
Health	CNA I-Long Term Care-20 (HS only)	51.3902	x31-1014.00	300	4	N/A	No	No	No
Health	Biomedical Science-20 (HS only)	51.3902	N/A	483	10	N/A	No	No	No
HVAC	Residential HVAC Technician	47.0201	49-9021.01	1,050	11	\$2,100.00	Yes	No	Yes
HVAC	Commercial HVAC Technician	47.0201	49-9021.01	1,200	13	\$2,400.00	Yes	No	Yes
Networking	Network PC Support Specialist v.3	11.0901	15-1152.00	930	10	\$1,860.00	Yes	No	Yes
Networking	Network Systems Technician v.2	11.0901	15-1143.00	930	10	\$1,860.00	Yes	No	Yes
Networking	Cyber Security	11.0901	15-1152.00	480	10	\$960.00	No	No	No
Networking	Computer Science-20 (HS only)	11.0901	N/A	945	20	N/A	No	No	No
Serv Careers	SC Service Assistant – Entry Level	46.0401	x49-9071.00	1,045	11	\$2,090.00	No	No	No
STEM	STEM: Pre-Engineering v.2 (HS only)	14.0102	N/A	960	10	N/A	No	No	No
Web/3D	3D Design-20	10.0304	27-1014.00	920	10	\$1,840.00	Yes	No	Yes
Web/3D	Web Development-20	11.0801	15-1134.00	885	9	\$1,770.00	Yes	No	Yes
Welding	Structural Welder	48.0508	51-4121.06	840	9	\$1,680.00	Yes	No	Yes
Welding	Combination Welder	48.0508	51-4121.06	1,050	11	\$2,100.00	Yes	No	Yes

Program Area	Career Major Name	CIP Code	SOC Code	Clock Hours	Est. Mos	School* Charges	Pell?	VA?	OK Prom?
Welding	Pipe Welder	48.0508	51-4121.00	720	7	\$1,440.00	Yes	No	Yes

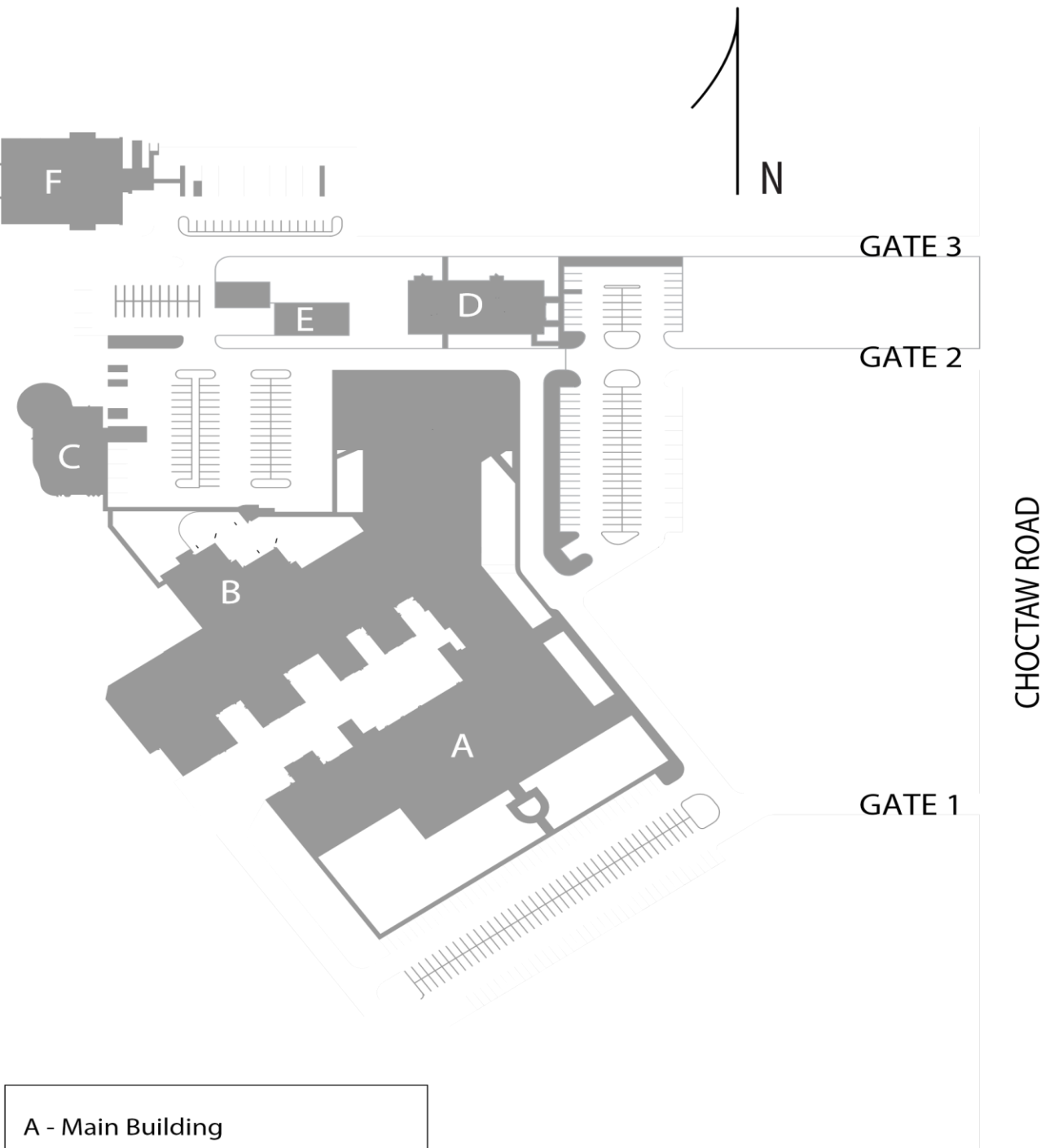
May be subject to change. *These school charges (tuition) are based on \$2.00 per clock hour. **For FAC and EMT, school charges (tuition) are based on \$4.75 per clock hour for Fire Academy career majors, and \$4.00 per clock hour for EMT career majors; other estimated out-of-pocket costs are itemized in the Admissions Packet. Contact Public Services to request an Admissions Packet at (405) 390-5315. Note: The hyperlinked Career Major Names include the [Gainful Employment Disclosure](#) information required by federal regulations for the 19-20 school year.

2019-2020 ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION		
What to Disclose, When, and to Whom	Description of Information to be Disclosed*	Where to Find Information*
What: Institutional Information (§668.43) When: Upon Request To: Enrolled Students; Prospective Students	<ul style="list-style-type: none"> Cost of attending EOC Tech, e.g., Tuition, etc. Information regarding the career majors, institutional facilities and instructional personnel Description of any special services and facilities for disabled students Requirements for officially withdrawing from school Institutional Refund Policy Requirements for Return of Title IV, HEA Federal Pell Grant funds Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them Entities that accredit, license, or approve the school and its career programs and procedures for reviewing school's accreditation, licensing, or approval documentation Constitution Day and Citizenship Day observance 	Student Handbook Program At-A-Glance Sheets EOC Tech Website: www.eoctech.edu
What: Financial Assistance Information (§668.42) When: Upon Request To: Enrolled Students; Prospective Students	<ul style="list-style-type: none"> 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) verification selection criteria; and (5) 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; and (4) method and frequency of financial aid disbursements 	Student Handbook Program At-A-Glance Sheets EOC Tech Website: www.eoctech.edu
What: Deferment on a FFEL or Direct Loan When: Upon Request To: Currently Enrolled Students	Terms and conditions of FFEL and Direct Loan deferments for: <ul style="list-style-type: none"> Students enrolled in approved Career Major at EOC Tech Service under the Domestic Volunteer Service Act of 1973 Financial Aid Coordinator will sign approved loan deferment document for a student enrolled in an approved Career Major at EOC Tech 	Information available in Financial Aid Office EOC Tech does not participate in any student loan programs.
What: Family Education Rights and Privacy Act (FERPA) (§99.7) When: Upon Request To: Enrolled Students; Prospective Students; Parents of Enrolled Students under 18	<ul style="list-style-type: none"> Right to and procedures for inspecting and reviewing student's education records Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights Right to consent to disclosure of personally identifiable information contained in student's education records Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under §99.31 without prior consent 	Student Handbook EOC Tech Board Policy & Procedure Manual

<p>What: Completion/Graduation Rate and Transfer-Out Rate (\$668.45)</p> <p>When: Annually by July 1; Upon Request</p> <p>To: Enrolled Students; Prospective Students</p>	<ul style="list-style-type: none"> • The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career program within 150% of the normal time (scheduled length of career major) for graduation or completion • Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours • Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution • Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants • Retention rates of certificate or degree-seeking first-time full-time undergraduate students 	<p>Student Handbook</p> <p>U.S. Dept. of Ed website: https://nces.ed.gov/collegenavigator/?q=eastern&s=all&pg=2&id=418348</p>
<p>What: Campus Crime & Security Report (\$669.46)</p> <p>When: Annually by Oct. 1</p> <p>How: Email with PDF & RR</p> <p>To: Enrolled Students and Current Employees</p> <p>*****</p> <p>To: Prospective Students and Prospective Employees</p> <p>How:</p> <p>When: Available Upon Request</p>	<ul style="list-style-type: none"> • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson • Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability) • Statistics for 3 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 such violations • Policies concerning the security of & access to campus facilities & 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 	<p>Student Handbook</p> <p>Annual Security Report (ASR)</p> <p>U.S. Dept. of Ed website: https://nces.ed.gov/collegenavigator/?q=eastern&s=all&pg=2&id=418348</p>
Voter Registration Materials	Online: https://www.ok.gov/elections/Voter_Info/Register_to_Vote/index.html .	
Grievance/Complaint Policy & Procedures	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual	
Student Behavior & Discipline Policy	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual	
Internet Use Policy	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual	
Social Media/Network Policy	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual	
Absence & Make-Up Work Policy	Student Handbook – Available at www.eoctech.edu under Quick Links	
Satisfactory Progress Policy	Student Handbook – Available at www.eoctech.edu under Quick Links	
Leave of Absence Policy	Student Handbook – Available at www.eoctech.edu under Quick Links	
Academic Contracts (aka College Credit)	Student Handbook – Available at www.eoctech.edu under Quick Links	

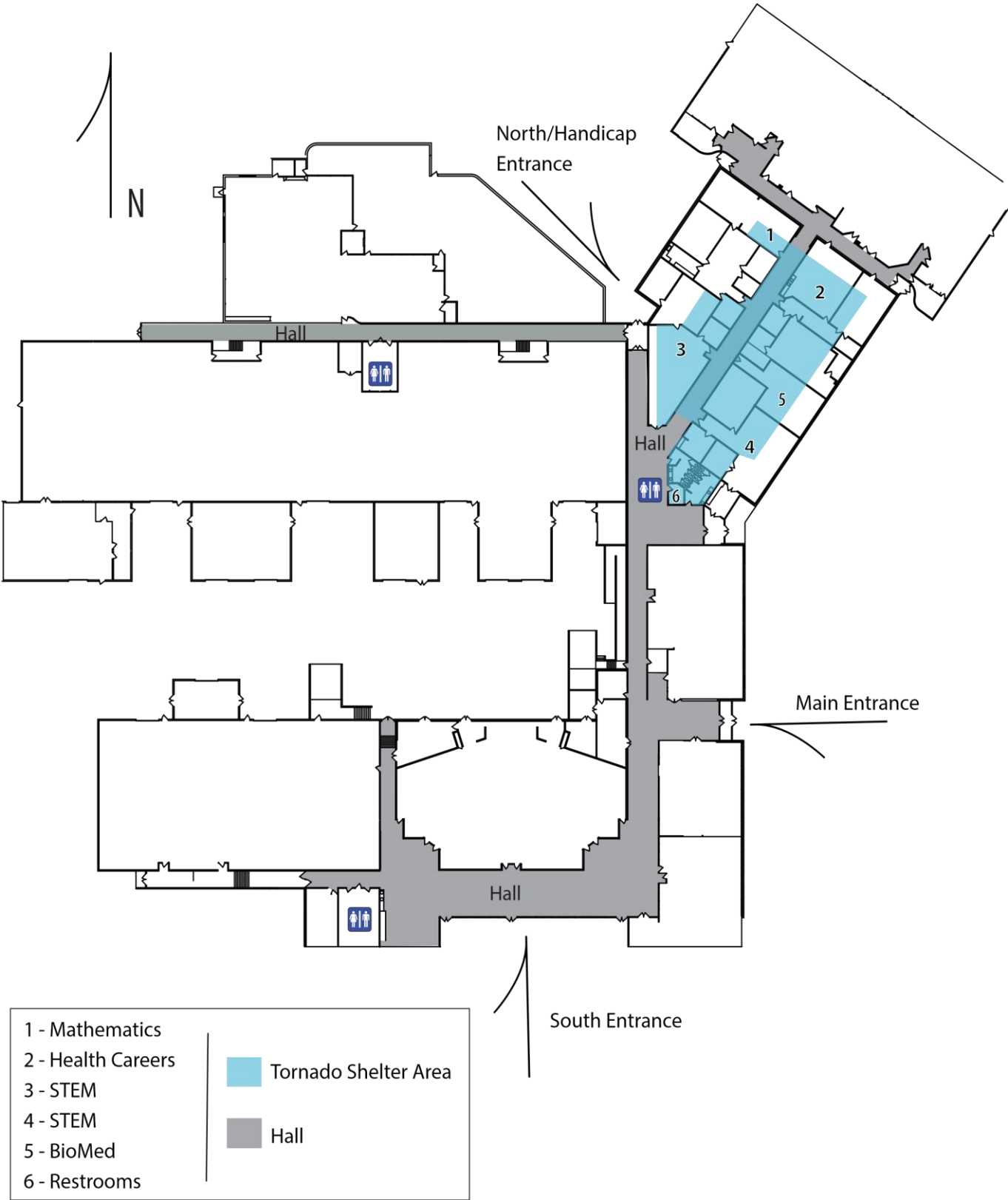
Drug and Alcohol Abuse Prevention Information Pursuant to Public Law 101-226	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual
Penalties for Drug Law Violations	Student Handbook – Available at www.eoctech.edu under Quick Links
Emergency & Evacuation Procedures	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual
Student Body Diversity	U.S. Dept. of Ed website: https://nces.ed.gov/collegenavigator/?q=eastern&s=all&pg=2&id=418348
Vaccination Information	Student Handbook – Available at www.eoctech.edu under Quick Links
Textbook Information	Student Handbook – Available at www.eoctech.edu under Quick Links EMT and FAC Admission Packets – available at www.eoctech.edu/public-services/
Copyright Infringement	Student Handbook – Available at www.eoctech.edu under Quick Links EOC Tech Board Policy & Procedure Manual
Transfer of Credit (Adv. Standing)	Student Handbook – Available at www.eoctech.edu under Quick Links
National Student Loan Data System (NSLDS)	http://www.nslsds.ed.gov/nslsds_SA/
Net Price Calculator (18-19 info)	Available online at www.eoctech.edu under Quick Links by October 29, 2019
Gainful Employment Disclosures	Available online at www.eoctech.edu/gainful-employment by July 1, 2019

Eastern Oklahoma County Technology Center — Campus Map



- A - Main Building
- B - Childcare
- C - Adult Day Center
- D - Business Development Center
- E - Maintenance
- F - Public Services

Eastern Oklahoma County Technology Center – Tornado Map



EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER

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eoctech.edu