

**2023-2024**  
**CHICKASHA CAMPUS**  
**STUDENT HANDBOOK**

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# Welcome

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As the superintendent, I would like to welcome you to Canadian Valley Technology Center. I am so excited that you have chosen Canadian Valley Technology Center to be a part of your education and development. We are committed to providing quality programs and services to our students and to our business and industry clients. Our mission, “We prepare people to succeed through quality career and technical education program and services” guides our decision-making each day. Our faculty and staff are committed to our mission and to ensuring that each of you receive a quality education and have the necessary skills for success as you enter the workforce.

The employees at Canadian Valley are dedicated to your achievement and will work to help equip each of you with the qualities essential for realizing your future goals. You can look forward to receiving technical education as well as instruction on positive work habits, attitudes, character education, pride, respect, and cooperation, all of which are necessary traits to develop and maintain to become both quality citizens and valued employees in today’s ever-changing and advancing workplace.

This student handbook will serve as a resource for you and your educational pursuits. Please take the time to read the policies, as they will help you understand the ways to be a successful student at Canadian Valley.

I am proud to be a part of an organization where the faculty, students, and business and industry collaborate to build relationships that support positive academic pursuits, social growth, and the development of all learners. I wish each of you the best as you begin this learning endeavor. I am confident your time at Canadian Valley Technology Center will prove to be a rewarding experience, one that will offer you exciting opportunities and a bright future full of potential and success.

A handwritten signature in black ink that reads "Gayla Lutts".

Dr. Gayla Lutts  
Superintendent



Helen Ward Seminar Center

# CV Tech People to Know



**Ronnie Bogle**  
Campus Director



**Wendi Williams**  
Student Services Director



**Traci McNeff**  
Counselor



**Denise Burns**  
Assessment/Special  
Needs Counselor



**Laura Coponiti**  
Financial Aid Officer



**Kendra Allen**  
Assessment Center  
Specialist



**Robin Ehrlich**  
Administrative Assistant  
to the Campus Director



**Kay Smith**  
Attendance Secretary



**Karen Kirkley**  
Receptionist/Activity  
Fund Clerk



**Breann Dowdell**  
Outreach and Recruitment  
Specialist



**Haleigh Klaus**  
Instructional Coach  
Literacy



**Andrea Verser**  
Instructional Coach  
Math



**Mindi Mitchell**  
Employment Specialist



**Susi Jantz**  
Bookstore Clerk



**Lorene Wood**  
Food Service Manager



**2023-2024 SCHOOL CALENDAR**  
CANADIAN VALLEY  
TECHNOLOGY CENTER

Additional inclement weather/  
school closure days will be made  
up at the end of the school year.

**JULY**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/4 4th of July  
7/25-7/26 New Employee Orientation  
7/27 - 10 Month Instructors report/ Staff Dev.  
7/27-7/31 Staff Development

**AUGUST**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/1-8/2 Oklahoma Summit  
8/3 IA/TA Report  
8/3-8/9 Staff Development  
8/10 - Start of First Semester

**SEPTEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/1 Employee Early Release  
9/4 Labor Day

**OCTOBER**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/11 Employee Early Release  
10/12-10/13 Fall Break

**NOVEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/17 - Employee Early Release  
11/20-11/24 Thanksgiving Break

**DECEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/19 End of First Semester  
12/19 Employee Early Release  
12/20-12/29 Winter Break

**JANUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-2 Winter Break  
1/3 Staff Development  
1/4 First Day of 2nd Semester  
1/15 Martin Luther King, Jr. Day

**FEBRUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/19 Staff Development

**MARCH**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/15 Employee Early Release  
3/18- 3/22 Spring Break  
3/29 Weather Make-up Day

**APRIL**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/12 Weather Make-up Day  
4/26 Weather Make-up Day

**MAY**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/21 End of Second Semester  
5/22-5/24 Staff Development  
5/24 10 Month Instructor/ IA/TA last Day  
5/24 Employee Early Release  
5/27 Memorial Day

**JUNE**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/19 Juneteenth

**Days of Instruction**

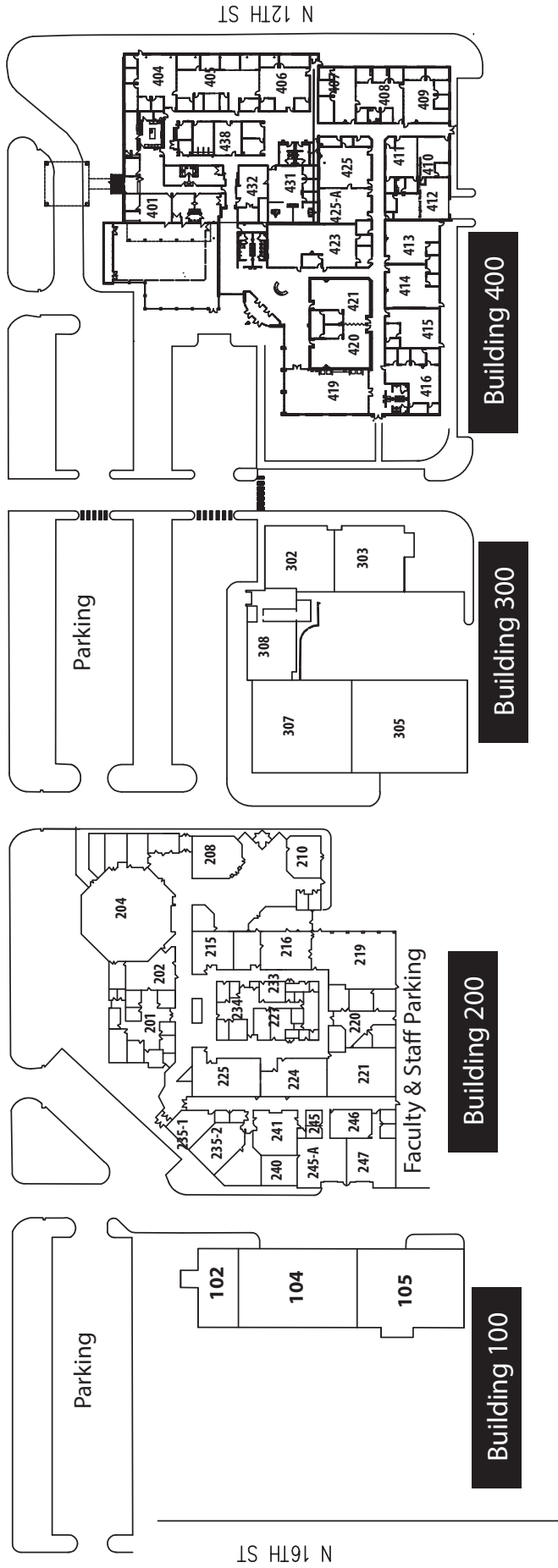
First Semester...	86
Second Semester...	89
Total Days of Instruction...	175
Staff Dev. Days ...	15
Total...	190

**Color Codes**

Instruction Day
Semester Start/End Date
Staff Development
Campus Closed

# Chickasha Map

MICHIGAN AVE



## BUILDING 100

- 102 ~
- 104 ~ Auto Collision Technology
- 105 ~ Welding

## BUILDING 200

- 201 ~ Student Services
- 202 ~ Assessment Center
- 204 ~ Seminar Center
- 208 ~ Commons
- 210 ~ Bookstore
- 215 ~ Electrical Trades
- 216 ~ Electrical Trades
- 219 ~ Service Careers
- 220 ~ Curriculum/Media
- 221 ~ Digital Media
- 224 ~ Graphic Design

## BUILDING 200

- 225 ~ Accounting & Business Management
- 227 ~ Conference Room 1
- 233 ~ Conference Room 2
- 234 ~ BIS Office
- 235-1 ~ Meeting Room 1
- 235-2 ~ Meeting Room 2
- 240 ~ Meeting Room 3
- 241 ~ Meeting Room 4
- 245 ~ Safety
- 245A ~ Safety
- 246 ~ HVAC Classroom
- 247 ~ HVAC

## BUILDING 300

- 302 ~ Computer Information Systems
- 303 ~ Maintenance
- 305 ~ Auto Service Technology
- 307 ~ Precision Machining
- 308 ~ Computer Aided Drafting & Design

## BUILDING 400

- 401 ~ Early Care & Education
- 404 ~ Practical Nursing
- 405 ~ PN Lab
- 405 ~ PN Clinical Lab
- 406 ~ Practical Nursing
- 407 ~ Health Careers
- 408 ~ Health Careers Lab
- 409 ~ Health Careers
- 410 ~ EMT
- 411 ~ Classroom
- 412 ~ EMT Lab

## BUILDING 400

- 413 ~ Pre-Engineering
- 414 ~ Pre-Engineering
- 415 ~ Pre-Engineering
- 416 ~ Service Careers - Hospitality
- 419 ~ Break Area
- 420 ~ Math/Safe Room
- 421 ~ Math/Safe Room
- 423 ~ Academic Center & Instructional Services
- 425 ~ Flex Health
- 425-A ~ Flex Health Lab
- 431 ~ Surgical Technology
- 432 ~ Surgical Technology
- 438 ~ Computer Lab

# About CV Tech

# About CV Tech

## Our Philosophy

The philosophy of Canadian Valley Technology Center is to create a culture of continuous improvement by focusing on developing our leaders, teachers, staff, students, and community through innovative learning experiences and teaching techniques. Our goal is to create a healthy, inclusive, learning environment focused on the success and well-being of everyone we serve. We do this by implementing ethical practices, high expectations, clear communication, fair and consistent accountability standards, and creating an environment of trust, safety, and respect for all.

We are committed to serving others and strengthening economic development through our business and industry partnerships, quality competency-based instruction, and educating students to meet workforce demands. Our commitment to rigorous and relevant education, continuous improvement, support of economic development, and serving the individual through intellectual, social, and emotional growth and development opportunities will provide the foundation for lifelong personal and professional success and enrichment.

## Our Mission

Canadian Valley Technology Center prepares people to succeed through quality career and technical education programs and services.

## Our Values

- Student and Workforce Success
- Community Relationships and Economic Development
- High Expectations and Accountability
- Service and Stewardship

## Our Vision

To provide the most innovative education and customized training for student and workforce success and community development by adapting to the ever-changing world.

## Our Board

Dean Riddell  
Christy Stanley  
Dennis Crawford  
Jimmie Vickery  
Penny Jones

## Partner School Districts

Alex  
Amber-Pocasset  
Chickasha  
Minco  
Ninnekah  
Rush Springs  
Tuttle

## School Information

### Address:

1401 Michigan Avenue  
Chickasha, OK 73018

### Phone:

405-224-7220

### Full Time Class Hours:

8:00 a.m. - 11:00 a.m.  
12:10 p.m. - 3:00 p.m.



# About CV Tech

## CV Tech Administrators / District Employees

Superintendent .....	Gayla Lutts
Assistant Superintendent .....	James White
Apprenticeship Program Coordinator .....	OPEN
Assistant BIS Director .....	Scott Smith
CTSO Coordinator .....	Jeff Herndon
Communications & Marketing Director.....	Kathy Knox
Director of BIS & Workforce Development .....	Angie Lewis
District Mental Health Counselor .....	Jamie Jones
Employment Specialist .....	Mindi Mitchell
Instructional Services Director .....	Bryan Hawk
Instructional Services Assistant Director .....	Tricia D’Amico
Project Based Learning Coordinator.....	Don Wilson

### Chickasha Student Services and Support

Campus Director.....	Ronnie Bogle
Student Services Director .....	Wendi Williams
ACCD Education Coordinator .....	Derek Black
Admin. Assistant to the Campus Director .....	Robin Ehrlich
Assessment Center Specialist .....	Kendra Allen
Assessment/Special Needs Counselor.....	Denise Burns
Attendance Secretary .....	Kay Smith
Bookstore Clerk .....	Susi Jantz
Child Care Director .....	Lisa Bryan
Computer/Network Technician .....	Howard Donley
Computer Technician.....	Anthony Davis
Counselor .....	Traci McNeff
Event Coordinator .....	Alysia Taylor
Financial Aid Officer .....	Laura Coponiti
Food Services Manager .....	Lorene Wood
Health Services Secretary.....	Kim Sledge
Instructional Design Specialist.....	Kody Hookstra
Instructional Services Assistant .....	Joseph Nieto
Outreach & Recruitment Specialist .....	Breann Dowdle
Practical Nursing Director & LPN to BSN Director .....	Lauri Jones
Receptionist/Activity Fund Clerk .....	Karen Kirkley
Telecommunications Specialist.....	Nelson Higgins
Workforce Development Coordinator .....	Shawn Freie

### Chickasha Faculty

Accounting and Business Management ..	Johnathan Gervasi
Auto Collision Technology .....	Darren Haffner
Auto Service Technology .....	John Cook
Computer Aided Drafting & Design .....	Corey Ferguson
Computer Information Systems.....	Brent Reed
Digital Media Technology .....	Rachel Somers
Early Care and Education.....	Mary Beth Carver
Electrical Trades.....	Jared Countz
Graphic Design .....	Andrew Davis
Health Careers .....	Jessica Johnson
	Lacey Lacefield
HVACR .....	Brad Bute
Math .....	James Byrd
Instructional Coach - Literacy .....	Haleigh Klaus
Instructional Coach - Math .....	Andrea Verser
Practical Nursing.....	Sara Bailey
	Dinae Barefoot
	Jennifer Duke
	Brandy Edwards
	Mike Gibson
	Sandy Willard
Pre-Engineering .....	Heath Bush
	Camren Coplan
	Jonathon Knapp
Precision Machining .....	Wesley Hess
Service Careers - Hospitality.....	Janie Bennett
Service Careers - Building and Grounds .....	Chad Bailey
Surgical Technology .....	Chanda Lewis
Welding .....	Richard Farris

### Instructional/Technical Assistants

CADD/PMT/WLD .....	Loretta Boller
AST.....	Jose Contreras
ABM/DMT/GRD/HVAC.....	Requetta Martin
ACT/CIS/ECE/PRE-Eng.....	Marisa Griffith
HC .....	Leah Verser
SC.....	Cynthia Horse

# General Information

# General Information

## Dress Code

Dress and personal grooming should not present health or safety problems, cause disruption of the educational process or offend the common standard of the community. Some departments will require students to wear clothing appropriate to a related occupation or activity.

Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must be mid-thigh or longer. Undergarments must not be visible.

Students must not wear revealing clothing to school. The following guidelines on revealing clothing are examples and do not cover all situations. Students shall not wear halter tops, garments with spaghetti straps, strapless garments, or garments that are “see-through,” cut low, or expose the midriff. All pants must fit around the waist and be properly fastened.

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous; that discriminate against others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school’s mission. Students with inappropriate attire will be sent home to change clothes and will be marked tardy for time gone.

Hats are not to be worn during assemblies. Hats may be worn in the classroom at the discretion of the instructor.

## Transportation/Student Drivers

Students are expected to obey all state, local and school traffic regulations. Disobeying traffic regulations may jeopardize a student’s driving privilege. Buses have priority. While loading and unloading students, it is unlawful to pass a school bus with red lights flashing and stop sign extended.

All cars must be registered with CV Tech and have a current CV Tech parking sticker. Information will be gathered at enrollment and stickers will be distributed after school starts. Additional stickers will be issued by the Student Services Department.

## Parking

Students must use designated areas. Those parked improperly will have their cars towed. Parking permits are required. Upon arrival on campus, all students are expected to exit their vehicles **immediately**.

Students are not permitted to go to cars during class time or break time without permission from school personnel. Cars should not be parked in front of any shop entrance. **The school does not assume liability for damages to cars parked on campus.**

## Security

In order to make the CV Tech campus a safe and secure place for students, security personnel are employed for both daytime and evening classes. Therefore, students must always have permission from school personnel to go to the parking lot.

Students are permitted to park on school premises as a matter of privilege. School personnel will conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student’s automobile may be searched when a school authority has reason to believe that illegal or unauthorized drugs, weapons or other contraband is within or upon the vehicle. Such searches may be conducted without notice, without consent and without a search warrant. Detailed campus security policies and crime statistics are available through Student Services.

**NOTE: Program areas are closed to all visitors during regular class hours. Visitors must obtain clearance from the Student Services Director prior to visiting any program area.**

## Breaks

A break area is provided for students’ convenience. There is one 10-minute break period during each three-hour class session. **All food and drinks must be consumed in the break area. Food is not allowed in the hallways, classroom, or shop area. Drinks with lids are allowed at the discretion of the instructor.** Students are expected to do their part to keep the break area clean. **Students may not visit other instructional areas or go to the parking lot during break.** Misuse of breaks may result in loss of break privileges. Due to the nature of some classes, break time may be adjusted or eliminated.

# General Information

## Break Times

<p><b><u>9:00 - 9:10 a.m. &amp; 1:20 - 1:30 p.m.</u></b> <b>Building 400</b> Early Care &amp; Education Health Careers</p>
<p><b><u>9:10 - 9:20 a.m. &amp; 1:30 - 1:40 p.m.</u></b> <b>Building 100 &amp; 200</b> Auto Collision Technology Electrical Trades HVAC Welding</p>
<p><b><u>9:20 - 9:30 a.m. &amp; 1:40 - 1:50 p.m.</u></b> <b>Building 400</b> Flex Hospitality Practical Nursing Surgical Technology</p>
<p><b><u>9:30 - 9:40 a.m. &amp; 1:10 - 1:20 p.m.</u></b> <b>Building 300</b> Auto Service Technology Computer Aided Drafting &amp; Design Computer Information Systems Precision Machining Technology</p>
<p><b><u>9:40 - 9:50 a.m. &amp; 1:00 - 1:10 p.m.</u></b> <b>Building 200</b> Accounting &amp; Business Management Digital Media Technology Graphic Design Building and Grounds</p>
<p><b><u>9:50 - 10:00 a.m. &amp; 1:50 - 2:00 p.m.</u></b> <b>Building 400</b> Pre-Engineering</p>

# General Information

## Telephones

Students may make calls only during breaks and before or after school. **Students may not receive, make calls or text during class time.** Office phones are available to students on an emergency basis only. A TDD telephone for hearing impaired is located in the ACCD area.

## Grading Scale \*

- A - 90-100%**  
*Highly recommended for employment*
- B - 80-89%**  
*Recommended for employment*
- C - 70-79%**  
*Minimum performance*
- D - 60-69%**  
*Academic probation*
- F - Below 60%**  
*Failure*
- I - Incomplete**

*\* PN and Surg Tech align with national or state standards that require a different grading scale. Grading information will be discussed by instructors during the orientation process.*

*High school eligibility is determined on the A through F grading scale. Students with a grade of D or above are considered eligible per OSSAA eligibility guidelines.*

## Student Information System Login Information

CV Tech utilizes SONIS as the student information system. Students/parents can access this system to check grades and attendance. The login information will be provided to students/parents at enrollment finalization. This information will also be available at student services with proper identification.

## Learning Management System

Canadian Valley Technology Center has adopted Canvas as its learning management system. Students will use Canvas to access the syllabus/handbook and check grades and may also use Canvas to access the curriculum and instructional activities, complete assignments, take exams, and receive feedback. Additionally, parents of minor children have the ability to become observers for their child's courses to monitor progress and grades

## Equipment and Books

Each training program will include the care and maintenance of its equipment. Please assume responsibility for keeping equipment, books, classrooms, furniture and tools from excessive wear and abuse. Broken or damaged equipment should be reported to the instructor immediately so it can be repaired without further damage. Students may be expected to pay for damage resulting from misuse.

High School students will be provided with one copy of the curriculum for use in the program. Request for replacement copies are to be submitted by the instructor and purchased by the student.

Adult students are NOT required to purchase books from the CV Tech bookstore. Books may be purchased from an outside vendor but the ISBN #'s must match the required textbook.

## Student Expenses

Tuition, books, and supplies are furnished for high school students by the school district. Adult students are responsible for paying their tuition, fees, curriculum materials, books, and supplies as required by each program. These books and supplies may be purchased at any bookstore including Canadian Valley.

Most of the materials needed in your training program are furnished. However, you must furnish materials for personal projects. You may not charge equipment and/or materials to the school or leave school in order to pick up supplies. You will be expected to pay for damages resulting from improper use of school property and equipment. Information on tuition and financial aid is located in this handbook or contact campus Financial Aid Officer.

## Emergency Procedures

Emergency procedures for fire, tornado, and intruder are posted in every classroom. Students should become familiar with these procedures.

## School Closings

It may be necessary to close school due to inclement weather. Announcements about school closings will be made over local radio, social media & television stations. Students will also be contacted through CVTC's School Messenger

# General Information

message system. High school students are not required to attend Canadian Valley when their home high school is closed due to weather. Closings due to weather or other unforeseen events will be announced in the following ways:

- Main local TV network stations (4,5,9,25)
- School website – cvtech.edu
- The Daily Oklahoman website – newsok.com
- Canadian Valley Technology Center Facebook page
- Twitter@cv\_tech
- Instagram @cv\_tech
- SchoolMessenger



Canadian Valley Technology Center has three campus locations. They are El Reno, Cowan, and Chickasha. Be sure that the name of your campus is listed.

Students and parents may also choose to opt-in and receive text alert messages from CV Tech when there are:

- Closings due to weather
- School closings
- Safety alerts
- School events

**Text Y to  
67587  
to sign up**

In the event of additional weather days where school is canceled, the school year will be extended at the end of the year.

## Admission Policy

Students will be enrolled and/or placed on a waiting list in the following priority provided they meet the entrance requirements for the program or course.

1. Current students continuing enrollment in their program of study.
2. In-district incoming junior and senior high school students enrolling for the first time. (in the case of academies, in-district incoming sophomores enrolling for the first time.)
3. In-district adult residents enrolling for the first time.
4. In-district CV Tech graduating students enrolling in a new program upon successful completion of a current program.
5. Residents of other technology center districts.
6. Residents outside an Oklahoma technology center district.

## Assessment

Testing and assessment may be required before entry into class. This determines math, reading and written language skills development, aptitude for various careers, and areas of career interests. Assessments help students become more successful in their training programs. Competency testing is required for all students to demonstrate the knowledge and skills acquired in the technology program.

In some cases, testing already done by the partner school, Employment and Training Office or Department of Rehabilitation Services testing may be substituted, but it is the student's responsibility to bring these records to the Assessment Center.

Student may waive testing if they qualify for a test waiver option:

**Testing Waiver(s): Test scores are valid for 5 years from the test date.**

- ACT: Composite of 19 or higher
- SAT: Composite of 980 new SAT/1330 old SAT or higher
- ASVAB: 65 or higher
- Prior Assessment
  - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
  - Accuplacer Classic: 53 in Reading; 41 in Arithmetic
  - WorkKeys: 3 in all areas
- Pass at least 12 hours of level 1 college courses or Associate Degree (within last 5 years). Student must be in good standing with the previous school(s).
- Bachelor/Master's Degree (can be older than 5 years, no time restriction)

**If qualifying for the waiver, all qualifying documents must be submitted to the appropriate program counselor.**

- You will be enrolled or placed on a waitlist.

**If you do not meet any of these criteria, schedule the Accuplacer Assessment**

- (405)222-7521 to schedule assessment
  - 1st test is free; Retest or no show cost a small fee.
  - Cut scores: **Reading** 235 (250 LPN; 250 Surge Tech; 245 Aviation) **Arithmetic** 238 (250 LPN; 238 Surge Tech; 245 Aviation-QAS)

# General Information

**If taking Accuplacer, upon completion of the assessment, you'll meet with the appropriate program counselor.**

- You will be offered remediation, enrolled, or placed on a waitlist.

**If accommodations are needed:**

Call: (405)222-7557, prior to scheduling assessment.

## Certifications/Licensure

The District will pay for up to four industry or trade-specific certification examinations and licenses related to the student's approved program of study, not to exceed \$350.00 per student, per program. This benefit is intended for the initial attempt only and not intended for any retakes. A student must be currently enrolled or recently completed (within 12 months of program completion) an approved local program and be in good standing at the Canadian Valley Technology Center. The student must have the program instructor recommendation to take the certification and/or licensure exam. Only the industry and trade-specific certification examinations and licenses approved by the administration will be considered for this benefit.

## Academic Center

Students at CV Tech are able to improve their basic skills in math, reading and communication through the Academic Center. Each program instructor and the Academic Center instructor work together to provide program-related academic training for all students that will expand their opportunities in the work world. Instruction is provided for students who have specific needs in reading, math, or English as a second language.

## Student Organizations

CV Tech believes membership in Career Tech Student Organizations (CTSO) provides a valuable opportunity for personal enrichment and leadership development. All students enrolled in a full-time career tech program will be registered as members of the CTSO approved for their respective program. Membership costs will be paid by CV Tech.

The student organizations are:

- ◆ Business Professionals of America (BPA)
- ◆ Family, Career and Community Leaders of America (FCCLA)

- ◆ Health Occupations Students of America (HOSA)
- ◆ SkillsUSA

## Student Organization Events

Minimum eligibility to attend any CTSO event is a current grade of 70% or higher and no more than 5 absents per nine weeks. Some instructors may increase this minimum eligibility to better align with their programs grading standards. Any student who does not meet the minimum eligibility requirements due to unforeseen circumstances may appeal to the campus director.

## National Technical Honor Society (NTHS)

Students who have exemplary performance in their classes, no more than three absences (tardies count toward absences) in the first semester, high morals, good attitudes and work ethics, and who are active in their student organization may be recommended for membership. Make up time will not be considered for eligibility. NTHS students will be selected during the second semester.

## Student Ambassadors

Students may apply to become CV Tech Student Ambassadors. After receiving leadership training - including teamwork and social skills - Ambassadors promote CV Tech programs, serve at events, and assist with recruitment.

## Student of the Quarter

Each quarter, a student who exhibits outstanding performance, attendance, attitude and diligence and is an active member of the student organization will be selected from each program and honored. At the end of the year, a **Student of the Year** from each program will be selected and recognized at the graduation ceremony. One student from all the Students of the Year will be selected through an interview process as the Canadian Valley Foundation Student of the Year.

## Job Placement Assistance

Job placement assistance is provided through program instructors. Other placement support services include work-based-learning (WBL), on-the-job experience (OJE), clinical experience, resume writing and job skills training.

# General Information

## Individualized Off-Site Work-Based Learning Guidelines

Participation in Off-Site Work-Based Learning (WBL) is a privilege given to selected technology center students. Participating students should read the following information:

- Participation is a privilege, not a right.
- Student selection is based on:
  - ✦ Classroom and shop work;
  - ✦ Attendance;
  - ✦ Attitude;
  - ✦ Reliability;
  - ✦ Other criteria as specified by instructor.

### Definitions:

- *Clinical* - unpaid specialized work-based learning activity in the health field
- *On-the-Job Training* (OJT) - paid work-based learning experience in an approved job location
- *On-the-Job Experience* (OJE) - unpaid work-based learning experience no longer than two weeks that meets specific learning objectives
- *Apprenticeship* - program designed with a long-term work-based learning component that includes scalable wage

### Eligibility:

- Students must be able to benefit from Work-Based Learning and are recommended at the discretion of the instructor with approval from the program administrator. Clinicals will be scheduled and facilitated by the instructor of the program. OJT may occur after a time where the student has shown proficiency and preferably would be in the last quarter of their program time.
- OJE (On-the-Job Experience) may occur at any time during a student's training. It gives the student the opportunity to visit an industry and observe what takes place. OJE does not last longer than two weeks, is unpaid and is learning-objective appropriate.
- Apprenticeships are available to students that have applied and been accepted into an apprenticeship program and maintain employment with the partner company.

### Expectations:

- Students are expected to become program completers.
- Students may start an WBL assignment during the last quarter of their training.
- WBL students must have an interview with the Program Administrator for approval.

### Student responsibilities:

- Completing assigned training forms and returning to the instructor;
- Paying for an OJT or clinical drug test when required;
- Returning OJT supervisor evaluation forms to the instructor on time;
- Notifying the instructor of any anticipated change in OJT location (**Instructor approval is required before a change may be made.**);
- Reporting to the technology center if dismissed from OJT or leaving OJT for any reason;
- Notifying the OJT supervisor and the instructor when absent from OJT training site for any reason.
- When requested, OJT students must report to the school for:
  - ✦ Skills contests;
  - ✦ Competency testing;
  - ✦ Assemblies;
  - ✦ Graduation ceremonies;
  - ✦ Other related school activities.
- ✦ Students in apprenticeships must abide by the specific requirements of their apprenticeship program

## Employment Services

The CV Tech Employment Specialist will assist students with learning the necessary skills and knowledge that will help them obtain and retain employment, such as how to properly complete a job application online or in person, résumé and cover letter writing, portfolio creation, interviewing, and what employers are looking for in an employee. The Employment Specialist works with area employers to stay current on employer needs and to facilitate and maintain employment opportunities for students.

## Program Completion

Completion is defined as completing all requirements set forth by the school for the program approved for that school. This will include the successful completion of Local Programs and competency tests based on program requirements.

## Transcripts

Transcripts are available upon request from the Administrative Assistant to the Campus Director and with proper identification.

## Release of Student Information

Information about students and former students gathered by Canadian Valley Technology Center is of two types: Directory and Confidential. Any



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information shall be released according to the following policy:

**Directory Information:** Information which routinely appears in student directories may be freely released to authorized agencies.

- Name, address, telephone number, and e-mail
- Dates of attendance
- Program enrollment

Upon written request by student or guardian, Directory Information will be treated as Confidential Information.

**Confidential Information:** This is all other information contained in the student's educational record and can be released only upon written consent of the owner of the privacy right, with the exceptions as defined in the (FERPA) Family Educational Rights and Privacy Act of 1974, as amended, which waive prior consent.

Regardless of high school or adult status, students 18 years of age or older must sign a written release for parent/guardian(s) or outside agency to access school information or records.

## Safety Practices

Students will be participating in activities that have some element of danger. Each instructor will explain the safety practices necessary for each course and will expect students to observe them while involved in these activities.

## First Aid

Students in need of first aid should contact the instructor who will assess the situation and either administer minor first aid or notify the Student Services office for further treatment.

An emergency medical form must be on file in the Student Services office. In the event of serious illness or injury, the emergency contact and phone number stated in the student packet will be notified. Also, emergency response personnel will be notified to transport to the nearest hospital.

School employees are not allowed to administer aspirin or other non-prescription medicines to students.

## Health and Medical Services Plan

Partner high schools provide a medical management plan for students with diabetes and other medical concerns. Other students with diabetes or medical conditions must provide this information on the medical information form.

## Prescription/OTC Medications

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs.

Except as provided in this policy and in the technology center's diabetes care and management policy, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the technology center retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the minor student's medicine to the technology center administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by an administrator must be delivered to the technology center administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student or assist the minor student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The

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technology center will maintain the authorization form as a part of the minor student's health record. Authorization forms will be available in the student services office. A parent who chooses to do so may come to the technology center and personally dispense medication or apply sunscreen to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a minor student will participate in training by October 1 of each year conducted by an administrator or other health care professional. The training will include:

- Review of state statutes and technology center rules and regulations (including this policy) regarding administration of medication by technology center personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; and
- Medication needs of specific minor students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each campus site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Minor students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the minor students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- Parents who elect self-administration understand and agree that the technology center, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the technology center year and must be renewed annually.
- If the parent and physician authorize self-medication, the technology center is not responsible for safeguarding the minor students' medications or specialized equipment.
- Minor students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.
- Minor students will not be allowed to self-administer:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the technology center.
- Except as otherwise provided by an individual minor student's technology center health plan, minor students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the campus director's office in the presence of authorized technology center personnel. Diabetes-related injectables will be administered in accordance with the technology center's diabetes care and management policy.

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- Minor students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a minor student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by technology center personnel, as required by state law.

Minor students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Minor students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

## Nonprescription Medication

Technology center staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Minor student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

Technology center staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the minor student's physician. The parent must provide and maintain a supply of nonprescription medication for the minor student.

## Prescription Medication

Technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;

- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the minor student.

The parent must reclaim any remaining medication by the last official day of the technology center closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal if discontinuance of medication to a minor student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the minor student, parent and/or prescribing doctor;
- An unexpected and/or adverse medical reaction to the medication at technology center, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the minor student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

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- The medication expiration date has passed.

## **Seizure-Rescue Medication (Seizure-Safe Schools Act)**

Beginning January 1, 2022, at every technology center site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the technology center shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the technology center is permitted by law to use any adequate and appropriate training programs or guidelines for training of technology center personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the technology center with written authorization to administer the medication at the technology center;
- B. provide a written statement from the student's health care provider that shall contain the following information:
  - the student's name,
  - the name and purpose of the medication,
  - the prescribed dosage,
  - the route of administration,
  - the frequency that the medication may be administered, and
  - the circumstances under which the medication may be administered;
- C. provide the prescribed medication to the technology center in its unopened, sealed package with the label affixed by the dispensing pharmacy; and

D. collaborate with technology center personnel to create a "seizure action plan," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the technology center nurse or technology center administrator, and it shall be distributed to any technology center personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The technology center shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a technology center employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with Seizure-Safe Schools Act, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any technology center-employed nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

## **Administration of Opiate Antagonists (e.g., Narcan) by Technology Center Personnel**

Technology center medical personnel (certified school nurse or any other nurse employed by or under contract with the technology center) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more technology center employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering

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an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a technology center site or technology center-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the technology center and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

(See "Administration of Medicine to Minor Students" Section 10, of the *CV Tech Policy Manual*)  
<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Medical Marijuana

Regardless of a student, employee, parent, or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the technology center or in any school vehicle, or in any personal 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 the technology center and in school vehicles; going to and from and attending technology center sponsored functions, events and/or athletic activities which occur in a location other than the premises of the technology center; utilizing technology center equipment or transportation, and in any other instance in connection with the technology center where the technology center 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, the technology center will proceed with all actions and consequences that are afforded to the technology center under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by the technology center.

(See "Medical Marijuana, Hemp & Cannabidiol (CBD)" Section 3, of the *CV Tech Policy Manual*)

<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Students with Clinical Experience

Canadian Valley Technology Center enters into contracts with various organizations to provide clinical experience for our students enrolled in certain programs. Some of these organizations require the student to provide a negative drug screen in order to participate in such clinical experience at their facility. Where clinical experience is required in order to successfully complete the program or course of a student, the student will be required to provide Canadian Valley Technology Center with a copy of a negative drug screen. All student drug testing in accordance with this policy will be conducted by a testing facility licensed by the Oklahoma State Department of Health as per O.S. 40-558. The sample collection and testing will be conducted by the facility utilizing procedures and methods required in O.S. 40-559. A copy of the test results will be delivered to the Director of Student Services or designee. The result will be shared with the program instructor and the facility providing the clinical experience. Costs for testing under this policy will be the responsibility of postsecondary students. Canadian Valley will incur the cost of initial testing for secondary students. Retest expenses will be the responsibility of secondary students. All records concerning drug testing under this policy will be treated as the same as any student record and will carry the protections provided by the Federal Education Rights and Privacy Act.

(See "Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances" Section 10, of the *CV Tech Policy Manual*)

<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Immunizations

Oklahoma law states that no minor child shall be admitted to any public or private school

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unless the parent or guardian presents the school certification that the child has received the required immunizations. CVTC is not the monitoring facility for immunization records. All adult health students must provide immunization records to meet the clinical facilities guidelines.

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

## Bloodborne Pathogens Policy

Standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. All bodily fluids shall be considered potentially infectious material and should be handled as such. Bloodborne pathogens protection kits containing personal protective equipment are provided for each area of the campus. CV Tech instructors will notify students of the locations of these kits. Students should notify the instructor immediately upon exposure.

## Contagious Diseases

The technology center is committed to providing a safe and healthy environment for all students and employees. Any student or employee who is determined to be afflicted with a contagious health condition such as head lice or bed bugs—in all stages/forms of life—shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Students and employees who have pink eye or another eye infection must be symptom free or provide a physician's statement prior to returning to school.

School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an

affected individual as practical given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

## Communicable Diseases

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district's Bloodborne Pathogen Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual's communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law; or
- with the express approval of the superintendent.

Information about an individual's communicable disease status will not be included in the individual's regular school or health records. Any individual who discloses another person's communicable disease status without the superintendent's express authorization will face disciplinary action.

## Communicable Diseases for Which Isolation or Quarantine is Required

No student having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a technology center site. This

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shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the technology center site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardians and technology center administration—not the student's instructor—to exclude the student. In the event a student known to be infected arrives at a technology center site or, after their arrival, is discovered to be infected—a technology center site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to make arrangements to send the student home.

## Student Admission

No student will be denied an education or participation in the activities of the district based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the superintendent or designee will consult with the Oklahoma State Department of Health regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

## Pandemic/Natural Disaster

If a future Pandemic/Natural Disaster interrupts the education process, CV Tech will follow guidance from the U.S. Department of Education, Oklahoma Department of Education and Oklahoma Department of Career and Technology Education.

## Counseling

A counselor is available for individual or group counseling. The counselor may help students develop a better understanding of abilities, aptitudes, interests and accomplishments. A

student may see a counselor for educational, career or personal consultations.

A mental health support counselor is on staff to provide resources for mental well-being

## Student Assistance Committee

A committee is designed to assist students with problems that interfere with their performance in school. Identification and referral of students with problems can be done by students, CVTC faculty, or staff. Referrals should be made to any Student Services staff member.

## Bullying

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

### Definition of Terms

A. Statutory definition of terms:

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

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

## B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully, means of bullying shall be subject to the same disciplinary consequences and procedures as other misconduct identified in the Student Behavior Code.

## C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

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

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

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

## Understanding and Preventing Bullying

A full copy of this policy will be posted on the technology center’s website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center’s annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center’s other violence prevention efforts.

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

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



# General Information

## Student Reporting

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

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

## Staff Reporting

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

## Bullying Investigators

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

## Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred,

(ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local

law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the technology center's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

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

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

# General Information

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

## Parental Notification for Minor Students

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the

results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

## Parental Responsibilities

All parents/guardians of minor students will be informed in writing of the technology center's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and

- Cooperate fully with technology center personnel in identifying and resolving incidents.

## Monitoring and Compliance

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

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

Students who believe they have been bullied should immediately report to an instructor or administrator. A report may also be made anonymously for cyber bullying through the **SchoolMessenger Quick Tip**.



[bit.ly/cvtechtipline](https://bit.ly/cvtechtipline)

## Cyber Bullying and Internet Safety Fact Sheet

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying. Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)

# General Information

- Send or post information to embarrass others
- Hack into other people's accounts or read their private information
- Hack into other people's accounts and send or post their private information
- Pretend to be somebody else to get someone to give them private information
- Send threats

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

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

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

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

- Don't give out your personal information in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pictures or recordings (even on your own sites); bullies love to copy your private information

Suggestions for Parents:

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

## Internet Acceptable Use

***Appropriate use of the Internet has a great impact on future success. Be courteous, be professional, and become an expert at using this tool for learning.***

Persons using district computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The district cannot protect individuals against the existence or receipt of material that may offend them. Persons

who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Persons using district computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. The facilities and/or services shall not be used to libel, harass or threaten others. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges and/or other district disciplinary action deemed appropriate by the superintendent.

The district will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The district specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

Inappropriate conduct in using the Internet shall include, but is not limited to:

1. Unlawful or malicious activities
2. Proprietary purposes
3. Misrepresentation of any kind
4. Chain letters or overly broad mass mailings or postings not approved by the district
5. Using abusive or harassing language or symbols
6. Congesting or disrupting networks and systems
7. Embarrassing, denigrating, or libeling any individual or organization
8. Implying district endorsement of commercial products not its own
9. Viewing, allowing to be viewed, or transmitting pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or providing information on where such can be accessed
10. Unauthorized distribution of copyrighted materials through illegal downloading or peer to peer distribution of intellectual property.

The district reserves the right to view any e-mail or files at any time. There shall be no privacy rights or expectation of same when school district equipment, hardware or software is used. The district also reserves the right to monitor the electronic communication system for suspected misuse.

# General Information

(See “Internet and Technology Safety Pursuant to the Children’s Internet Protection Act” and “Acceptable Use of Internet and Electronic and Digital Communication Devices” Section 12, of the *CV Tech Policy Manual*)  
<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Student Social Media Code of Conduct

CV Tech welcomes interaction from all users of social media on all CV Tech social media platforms. However, CV Tech does reserve the right to remove any and all content from sites and block users for the following reasons:

- Profane, defamatory, offensive or violent language
- “Trolling”, or posting deliberately disruptive statements meant to hijack comment threads or throw discussions off-track
- Attacks on specific groups or any comments meant to harass, threaten or abuse an individual (i.e. Cyber Bullying)
- Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
- Links or comments containing sexually explicit content material
- Discussion of illegal activity
- Spam, link baiting or files containing viruses that could damage the operation of other people’s computers or mobile devices
- Acknowledgement of intent to stalk an individual or collect private information without disclosure
- Commercial solicitations
- Violations of copyright or intellectual property rights
- Content that relates to confidential or proprietary business information
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the forum
- Promoting competing products, services, brands or personal promotion

CV Tech students are expected to follow and adhere to the student handbook (especially regarding Student Code of Conduct and Student Behavior and Personal Conduct) and any/all applicable student policies while interacting on their personal social media accounts. Additionally, all CV Tech student policies apply to social networking.

## Sexual Harassment

**Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender or sexual preference.** This

conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with sexually suggestive graphics, pressure for sexual activity, or sexual assault. If a student’s conduct with a third party is offensive to someone in the vicinity, that student may also be guilty of sexual harassment. It is not necessary to interact directly with a person.

Sexual harassment is illegal and will not be tolerated at Canadian Valley Technology Center. Violation of this policy (see “Campus Safety and the Jeanne Clery Act” and “Student Bullying” of the *CV Tech Policy Manual*) may result in suspension from school.

Canadian Valley Technology Center is in compliance with Title VI, Title IX, and 504 Federal Laws. Any grievance or sexual harassment complaints should be reported to an instructor, counselor, administrator, or to the Compliance Officers located at your campus:

**Denise Burns - 405-222-7557**  
**Derek Black - 405-222-7525**

(See “Title IX--Sexual Discrimination and Sexual Harassment” Section 11, of the *CV Tech Policy Manual*)  
<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Drug Free Schools and Communities Act

The unlawful possession, use or distribution of illicit drugs and alcohol is absolutely forbidden and will result in prosecution, suspension or referral for persons who violate this standard as defined in the Uniform Controlled Dangerous Substances Act (Section 882-885—School Laws of Oklahoma).

The Board of Education, in an attempt to further ensure the safety and well being of our students, has adopted a drug and alcohol testing policy as follows:

### 1. Illegal and Illicit Drugs and Alcohol

A. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful, resulting in poor academic performance, poor social interactions, and jeopardy to future job prospects.

B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating

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alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.

C. “Illicit drugs” includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

D. “Mood-altering substances” include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.

E. Violation of this policy will result in imposition of disciplinary measures, pursuant to the technology center’s policy on student behavior.

F. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

## 2. Necessary Medications

A. Students may not retain possession of and self-administer any medication at school for any reason except as permitted by the school’s policy on the administration of medicine to students.

B. Minor students who have a legitimate health need for over the counter or prescription medication at school shall deliver such medications to the campus director with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

C. Violations of this rule will be reported to a minor student’s parents and may result in discipline which can include suspension.

## 3. Distribution of Information

A. Information for students and the parents of minor students about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the campus director at each site.

B. Copies of this policy shall be included in the student handbook.

Canadian Valley Technology Center does not practice random drug testing for any program. All students in health-related programs that have a clinical component must pass a drug test in order to complete their requirements for the program. The policy also provides for rapid eye tests and drug tests in instances of reasonable suspicion.

Flag behaviors for determination of reasonable suspicion might be odor, abnormal behavior, sleepiness, listlessness, lack of concentration or attendance problems. Drug dogs are used by Canadian Valley Technology Center on a regular basis. When a dog alerts on a vehicle, the driver will be contacted. If drugs are found in the car, the driver and / or passengers may be searched for drugs and tested for use.

For more information, contact a Student Services Director or Project Connect Principal.

## Tobacco Policy

The Canadian Valley Technology Center Board of Education is committed to the health and well-being of all of our students, faculty, staff and visitors to our campuses. To that end, we are committed in discouraging the use of tobacco and related products.

We have designated all Canadian Valley Technology Campuses as “Tobacco Free.” The use of tobacco products or items intended to emulate tobacco products, such as “e-cigarettes” or “vapes”, are strictly prohibited at all times. This includes all students, faculty, staff, visitors, and vendors.

The use of smokeless tobacco products are prohibited.

It is a violation of law for an adult to loan, give or in any way, furnish tobacco products to persons under the age of twenty-one. Failure to observe this law may result in the involvement of law officers.

(See “Smoking, Vaping, and the Use of Tobacco Products” Section 3; of the *CV Tech Policy Manual*)

<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Alcohol Usage

Whenever it appears to any Canadian Valley Technology Center employee that a student may be under the influence of low-point beer, alcoholic beverages, or a controlled dangerous substance, the employee shall immediately report the matter to the Campus Director or designee. The Campus Director or designee shall then immediately notify the Superintendent or designee and parent or legal guardian of the report.

(See “Reporting Student Substance” of the *CV Tech Policy Manual*)

<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

# General Information

## Dangerous Weapons/ Substances

Upon reasonable suspicion of violation of state law or school regulations, the superintendent or designee shall have the authority to detain and authorize the search of any student or students on any school premises or while in transit under the authority of the school or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances as defined in Uniform Controlled Dangerous Substances Act.

Any student found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or designee not to exceed the current school semester and the succeeding school semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Law enforcement officials may be asked to assist if school administration deems it necessary.

Searches of students shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person. Student's constitutional rights will be protected in any search conducted.

It is unlawful for any person, except peace officers and those authorized by the Board of Education, or as permitted by applicable law, to possess any weapon while on school property or in any school vehicle used for transportation of students.

Persons in possession of a valid concealed handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry a handgun upon district property provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle.

Guns and knives designed for hunting and fishing that are kept in a privately owned vehicle and which are maintained and stored as required by law are excluded as long as the vehicle containing the weapon is driven on school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

## Searches

Students shall not have any reasonable expectation of privacy from school administrators or teachers in regard to the contents of a school locker, desk or other school property. In order to properly supervise the welfare of pupils, lockers, desks and other areas of school facilities may be opened and examined by school officials at any time.

A search may be conducted if there is a "reasonable suspicion" that the student is in possession of dangerous weapons, controlled substances (illegal drugs and paraphernalia), including alcohol and beer; or missing or stolen property.

A drug dog may be used to search school property and parking lots. If the dog alerts on a vehicle, backpack, purse, or other property, it will be considered reasonable suspicion for contraband and a comprehensive search will be conducted. If contraband is found, the person will be sanctioned according to school policy and local law enforcement may be involved. All contraband will be confiscated.

## Security Cameras

CV-Tech possesses the ability to videotape students on school property and to videotape students while on its school buses. At the discretion of the superintendent or his/her designee, video may be used for disciplinary purposes. When video or audio recordings are used in an investigation, the information is protected by FERPA.

## Theft Policy

If a student is found in possession of (or it can, with reason, be determined the student has possessed but disposed of) school or another's property, the following actions may be taken:

1. The student may be suspended from the technology center until a conference can be held with the instructor and school administrator(s);
2. Law enforcement may be asked to assist if school officials deem it advisable.

## Peaceful Conduct of Technology Center Activities

The Superintendent and/or designee shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

# General Information

## Freedom of Expression

Members of the technology center community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the technology center community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state antidiscrimination laws.

## Wireless Communication Devices

If the teacher has given permission and it is an appropriate tool to facilitate learning, students may use a wireless telecommunication device during class time.

Students found to be using any electronic communications device for any illegal purpose, in a manner violating privacy, using to cheat on tests, or harassing or intimidating students or staff, will be subject to discipline. Using a phone for harassment purposes includes using features such as text or picture messaging, Internet uploading and downloading, camera, and/or audiovisual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual.

### WARNING:

Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries

(See “Personal Wireless Devices and Electronic Accounts” Section 11, of the *CV Tech Policy Manual*.)  
<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Distribution of Materials

Students who wish to distribute written materials on the campus of the school must first have permission of the Campus Director or a Director of Student Services.

(See “Distribution of Materials” Section 3, of the *CV Tech Policy Manual*.)  
<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Disability Statement

If any student has an identified disability and needs information or special accommodations of any nature, contact the Special Needs Coordinator/Counselor.

## Non-Discrimination and Affirmative Action Statement

Canadian Valley Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator: Tammy Ridgeway; [ridgewayt@cvtech.edu](mailto:ridgewayt@cvtech.edu); 504 Coordinators, [504@cvtech.edu](mailto:504@cvtech.edu), 405-262-2629, 6505 E Hwy 66, El Reno, OK 73036

Students who feel they have been a victim of discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information may file a complaint with an administrator, counselor, instructor or a Compliance Officer.

## Compliance Officers

Denise Burns - 405-222-7557, or  
Derek Black - 405-222-7525  
Canadian Valley Technology Center  
1401 W. Michigan Ave.  
Chickasha, OK 73018  
(405) 224-7220

## Voter Registration

Canadian Valley Technology Center provides the paper copy of voter registration applications. These applications are also available at the County Election Board. Applications may be downloaded at [www.elections.ok.gov](http://www.elections.ok.gov).

# General Information

## Constitution Day

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The technology center shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the discretion of the superintendent or designee.

## Accrediting Agencies

Canadian Valley Technology Center is operated in conjunction with the Oklahoma Department of CareerTech and the State Department of Education. Many programs and career majors are approved for training clients sponsored by Vocational Rehabilitation, the Bureau of Indian Affairs, and other agencies.

CVTC does not penalize in any way a VA beneficiary for delayed payment by the VA. This includes policies that prevent enrolling, assess a late penalty fee, require securing alternative or additional funding, deny access to any school resources, classes, libraries, or other institutional facilities that are available to other students that have paid. An institution may require students to produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, and/or provide additional information needed to properly certify.



# ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION

What to Disclose, When and to Whom	CVTC's Annual Notice of Required Disclosures of Student Consumer Information Description of Information to be Disclosed	Where to Find Information*
<b>What: Institutional Information</b>  When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>• Information regarding the school's academic support and career tech career majors</li> <li>• Copyright/peer to peer</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> <li>• Vaccination Policy</li> <li>• Net Price Calculator</li> <li>• Constitution Day/Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Voter Registration <a href="http://www.elections.ok.gov">www.elections.ok.gov</a></li> </ul>
<b>What: Financial Assistance Information</b>  When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>• Financial Aid Shopping Sheet</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements; (5) books and supplies policy</li> <li>• Loan disclosures</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• **Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Financial Aid Policy &amp; Procedures Handbook</li> </ul>
<b>What: Family Education Rights and Privacy Act (FERPA)</b> When: Upon Request To: Enrolled Students Parents of enrolled students under the age of 18 Prospective Students	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• 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</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right of school to disclose personally identifiable information contained in student's education records without prior consent</li> <li>• Students right for directory information to not be disclosed</li> </ul>	<ul style="list-style-type: none"> <li>• *Student Handbook</li> <li>• Board of Education Policy and Procedure Manual</li> <li>• Consumer Information Handbook</li> </ul> <p><a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></p>
<b>What: Completion/Graduation Rate and Transfer-Out Rate</b>  When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> <li>• 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 major within 150% of the normal time (scheduled length of career major) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 15 days if their career major is less than or equal to 1050 clock hours, or 30 days if their career major is longer than 1050 clock hours</li> <li>• 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</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Dept. of Ed's College Opportunities On-Line website: <a href="http://nces.ed.gov/ipeds/">http://nces.ed.gov/ipeds/</a> Select <b>College Navigator</b> <a href="http://nces.ed.gov/college_navigator/">http://nces.ed.gov/college_navigator/</a></li> </ul>
<b>What: Campus Security Report</b> When: Annually by Oct. 1 To: Enrolled Students Current Employees  When: Upon Request and/or first day of class To: Prospective Students When: Upon Request To: Prospective Employees When: Prospective Employees Request Job Application	<ul style="list-style-type: none"> <li>• Crime statistics for 3 most recent school years concerning the occurrence on campus, in or on non-campus buildings or property and public property reported to campus security authority or local police: Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• 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</li> <li>• Emergency Response and Evacuation Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• ** Consumer Information Handbook</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> <li>• Paper copy available upon request in the Financial Aid Office</li> <li>• <a href="http://ope.ed.gov/security">http://ope.ed.gov/security</a></li> </ul>
<b>What: Drug and Alcohol Abuse Prevention</b>  To: Enrolled Students When: Annually first day of class To: Current Employees When: Annually Included with first paycheck of the school year  <b>What: Gainful Employment</b> To: Prospective Students	<ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities</li> <li>• A description of the sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol</li> <li>• A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees</li> <li>• A description of the health risks associated with the use of illicit drugs and alcohol</li> <li>• A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution</li> <li>• <b>Information on graduation rates, the median debt of students completing the program, program costs, placement, types of employment, etc.</b></li> </ul>	<ul style="list-style-type: none"> <li>• ** Consumer Information Handbook</li> <li>• Paper copy available upon request in the Financial Aid Office</li> <li>• CVTC Website <a href="http://www.cvtech.edu">www.cvtech.edu</a></li> </ul>
* Paper copy available in the Student Services Office and on the CVTC website at <a href="http://www.cvtech.edu">www.cvtech.edu</a> . ** Paper copy available in the Financial Aid Office and on the CVTC website at <a href="http://www.cvtech.edu">www.cvtech.edu</a> .		

# Attendance

# Attendance Information

## Attendance Policy

**Students are expected to be in class on time every day.** Attendance is especially important and becomes a part of the permanent school record. Prospective employers often evaluate attendance records.

When students are not in class they are marked absent. Doctor appointments and personal business should be scheduled outside of school hours. Appointments are considered absence/tardy if scheduled during school hours.

Students attending partner schools will follow their partner school's calendar. Home-school, online, and adult students will follow the CV Tech School Calendar.

Approved partner school activities do not count as absences.

**High school students who accumulates more than five absences in a nine weeks or ten absences in a semester may not be eligible to receive credit for that class and the grade will show "LOC" (loss of credit) due to attendance.**

**Adult students who exceed the attendance policy of 10 allowable absences may forfeit the opportunity to attend the remainder of the current semester and the following semester or be completely withdrawn from the program.** Adult students may lose scholarships. Adult students exceeding the attendance policy may also result in being placed on a waiting list based upon demand for the program and pending re-admittance into the program. Some adult programs may have alternate attendance requirements. See program specific guidelines.

**Financial Aid students who exceed 10% absences in a payment period will lose financial aid eligibility.**

For CVTECH credit, students may submit an appeal before the attendance review committee. It is the student's responsibility to contact a Director of Student Services to file an appeal.

Adult students who have not called or notified the school of their absence, will be dropped after three days for no-call/no show. High School students that have been absent for ten consecutive days without proper notification will be dropped from the roll. Excessive absences by high school students may

be reported to a Truancy Officer. Student transfers and withdrawals will be processed only through a counselor and/or administrator. Students who have been dropped from their high school will also be dropped from the Technology Center. High school students who exceed the attendance policy may not be allowed to re-enroll.

Students may be excused from attending class, with an original verification statement, for the following reasons: military duty, jury duty, and subpoenas **not due to the student's personal actions of law breaking.** In all cases, verification of absence information and doctor's notes must be original. When originals are necessary at other sites, a Student Services representative will make a copy of the original for our files. The original will then be returned to the student. Doctor's notes do not resolve an absence but are used to verify the appropriateness of the absence. **Students are requested to provide documentation to the attendance clerk for ALL absences.**

Checking out/tardies will count toward absences. *See the chart on the following page.*

Attendance will be prorated for those students that enter after the semester starts.

**Adult students and parents of high school students should call the Direct Attendance Hotline to report absences on the day in which they occur.**

An automated calling system will notify parents or guardians of absences and will also be used for notification of emergencies or upcoming events.

## Class Status

Any student changing class status must have the approval of the counselor. Example: withdrawals, re-entries, change of class, leaves, etc. All re-entries must be approved through the counselor.

## Partner School Activities

High school students are encouraged to participate in activities. Student Services requires confirmation from the partner high school to avoid having these activities counted as absences.

# Attendance Information

## Eligibility for Extra Curricular Activities

For a student to be eligible to participate in extra-curricular activities, they must be making satisfactory progress in their course of study. High school students must meet eligibility requirements at CV Tech and their home school. Make-up time may not be counted.

Satisfactory progress means a student is proceeding in a positive manner toward the completion of his/her training program. To do this, a student must maintain a minimum grade of a "C", have instructor recommendation, and be within the attendance policy.

Students who fail to maintain satisfactory progress will not be permitted to participate in extra-curricular activities.

## Checking Out

It is necessary to check out through the Student Services office before leaving campus for any reason. Students over the age of 18 may check themselves out. Parents or guardians of high school students should call the Attendance Hotline to check the students out. Students who check out early will be given a tardy prorated according to the time of checkout. **Three tardies equal one absence.**

## Hotline



## Tardy Schedule

CHECK IN		CHECK OUT	
A.M.	P.M.	A.M.	P.M.
8:01-9:00 = 1 tardy	12:11-1:00 = 1 tardy	8:01-9:00 = 3 tardies	12:11-1:00 = 3 tardies
9:01-10:00 = 2 tardies	1:01-2:00 = 2 tardies	9:01-10:00 = 2 tardies	1:01-2:00 = 2 tardies
10:01-11:00 = 3 tardies	2:01-3:00 = 3 tardies	10:01-11:00 = 1 tardy	2:01-3:00 = 1 tardy

# High School Student Information

# High School Student Information

## Admission - High School Students

Students may choose a program of their choice based on their interests and aptitudes. Students who pre-enroll are then interviewed. Factors taken into consideration for placement are test scores, grades, attendance, interests, ability to benefit and space available.

## Math Credit

- Available through most programs as a pull-out course
- Available for 11th or 12th grade students
- Taught by a teacher certified in the subject area
- Seat time requirement must be fulfilled
- Schools will grant credit according to their policy
- Core Math Credit available - see Traci McNeff or Denise Burns
- Students will be required to participate in state mandated testing with their partner school.

## Student Code of Conduct

As a Canadian Valley Technology Center student, you are asked to continue our tradition of excellence we have enjoyed since 1970. Continuing your high personal expectations for success, maintaining open communications with staff members and students, and adhering to the guidelines listed below, you increase your opportunities for success and help make CV Tech an excellent school.

1. Accept responsibility for your education, decisions, words and actions.
2. Act in a manner that best represents your school, parents, community, and self to promote a safe, healthy learning environment.
3. Be active in the school and community.
4. Give your best effort and maintain an appropriate balance between your academics, work or other activities.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

If you abide by the above standards, you will be within the rules of the school and Board of Education policies on student conduct. Most importantly, you will increase the likelihood of experiencing personal success and satisfaction with CV Tech.

## Student Behavior and Personal Conduct – High School Students

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. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school — as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization

# High School Student Information

or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.

22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, 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)
25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
26. Possession or distribution of a caustic substance (unrelated to course work)
27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon<sup>2</sup> and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
36. Theft
37. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
38. Truancy
39. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on Medical Marijuana, Hemp & Cannabidiol (CBD).
40. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor

products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center
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, in any manner not authorized by school officials, or in violation of law
44. Vandalism
45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

<sup>2</sup> Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the campus director, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

In addition, conduct occurring outside of the normal school day or off technology center 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. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at students or technology center personnel and concerns harassment, intimidation or bullying at school.

# High School Student Information

## High School Student Suspensions

An out-of-school suspension is either short term, 10 days or less; or long term, more than 10 days and up to one year. Student due process rights will be maintained by school administrators.

Long Term Suspensions:

- Offenses involving firearms - removal from school for one calendar year
- All other offenses - removal from school between 11 days and up to the remainder of a current semester and the succeeding semester

Students due process rights will be maintained by school administrators. Alternative in-school placement, detention and similar disciplinary options are not considered by law to be a suspension and do not require or involve due process procedures of this policy.

Before the District recommends out-of-school suspension, alternative in-school placements shall be considered including, but not limited to, placement in an alternative school setting, reassignment to another classroom where one is available, or other available disciplinary or correctional options. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions as an alternative to out-of-school suspension.

Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom may require additional procedural considerations.

(See "Secondary Student Suspensions" Section 10, of the *CV Tech Policy Manual*.)

<https://cvtech.edu/wp-content/uploads/2023/04/policy-manual.pdf>

## Appeal Process for Suspensions

Any student given a long-term or short-term suspension may appeal the decision. Pending the appeal, the student will have the right to attend school under restrictions that the administrator determines to be appropriate. At the discretion of the administrator, however, the student may be prohibited from attending school pending any appeal hearing if the conduct for which the

student was suspended reasonably indicates that continued attendance by the student would constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

## High School Student Appeal of Short-Term Suspensions

If a parent or legal guardian is not satisfied with the decision regarding a short-term suspension, a written appeal must be submitted to the Assistant Superintendent within five days of receiving the suspension notification. A committee of district administrators and/or teachers will investigate the incident and conduct a hearing. They may affirm, modify or revoke the suspension. The committee decision is final and may not be appealed further.

## High School Student Appeal of Long-Term Suspensions

If a parent or legal guardian is not satisfied with the decision regarding a long-term suspension, a written appeal must be submitted to the Superintendent or designee within five days of receiving the suspension notification.

The appeal letter must state the basis for the requested appeal. If agreed to by the student and/or parents or legal guardian, the Superintendent or designee may affirm, modify or revoke the suspension before it goes to the Board of Education. If the letter requesting the appeal is not received within five days, the decision will be final.

A final appeal may be made to the Superintendent and Board of Education if the student and/or parents or legal guardian are not satisfied with the Superintendent's or designee's decision. To initiate this appeal, a letter stating the basis for the appeal must be sent to the Superintendent and/or Clerk of the Board of Education within five days of receiving the Superintendent's or designee's decision. The Board has the authority to investigate and conduct appeal hearings and give a final decision on the matter. If a letter is not received within five days, the Superintendent's or designee's decision will be final.

Students and parents have the right to obtain legal counsel if they desire. They must notify the Board of Education of their intent to use legal counsel.



# High School Student Information

## Continuing Enrollment

Students are expected to make satisfactory academic progress toward completion in the course of study to be eligible to continue. For a student to have satisfactory academic progress, they must:

- Have a grade average of “C” or better.
- Make consistent progress in all areas of the program (e.g. theory and application) working toward program completion requirements based on established program completion timelines.
- Be in compliance with the CV Tech attendance policy.

Students may be placed on Academic Probation if they are not making satisfactory progress. If after one semester of probation, a student is not in compliance with all three components of making satisfactory progress, permission may not be granted to continue in the program.

# Adult Student Information

# Adult Student Information

## Admission - Adult Students

Adult students are eligible to enroll in approved full-time programs based on student interest and ability for the student to benefit from career and technical education. Adults will be required to meet minimum admission criteria prior to enrollment and/or placement on the waiting list. Admission criteria are unique to each program. Some programs may require completion of additional applications, OSBI background check, immunization records, assessments, etc. Admission standards for each program are available in the career counselor's office.

## Students with Special Needs

CV Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA). If you have questions, need accommodations, or to obtain information, contact:

Denise Burns, Special Needs Coordinator  
405-222-7557  
dburns@cvtech.edu

## Students Code of Conduct

As a Canadian Valley Technology Center student, you are asked to continue our tradition of excellence we have enjoyed since 1970. Continuing your high personal expectations for success, maintaining open communications with staff members and students, and adhering to the guidelines listed below, you increase your opportunities for success and help make CV Tech an excellent school.

1. Accept responsibility for your education, decisions, words and actions.
2. Act in a manner that best represents your school, parents, community, and self to promote a safe, healthy learning environment.
3. Be active in the school and community.
4. Give your best effort and maintain an appropriate balance between your academics, work or other activities.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

If you abide by the these guidelines, you will be within the rules of the school and Board of Education policies on student conduct. Most importantly, you will increase the likelihood of experiencing personal success and satisfaction with CV Tech.

## Adult Student Behavior and Personal Conduct

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on technology center property or in technology center-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on technology center premises or at technology center-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school— as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang-related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or

# Adult Student Information

- organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy.
22. Immorality
  23. Inappropriate attire, including violation of dress code
  24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, 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)
  25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
  26. Possession or distribution of a caustic substance (unrelated to course work)
  27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
  28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
  29. Possession, without prior authorization, of a wireless telecommunication device
  30. Possession, threat or use of a dangerous weapon<sup>1</sup> and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
  31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
  32. Possession, claimed possession, or distribution of illegal and/or drug related paraphernalia
  33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine and/or non-prescription medicine while at school and school related functions without prior administrative approval
  34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
  35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
  36. Theft
  37. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
  38. Truancy
  39. Use, possession, claimed possession, distribution or selling marijuana or marijuana-related products in any form. "Marijuana" is defined as provided for in the Technology Center's policy on Medical Marijuana, Hemp & Cannabidiol (CBD).
  40. Use, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
  41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center
  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, in any manner not authorized by school officials, or in violation of law
  44. Vandalism
  45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
  46. Vulgarity
  47. Willful damage to school property
  48. Willful disobedience of a directive of any school official
- <sup>1</sup> Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the campus director, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
- 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. Whether an offense is considered a violent offense, requiring an instructor's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.
- In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include removal from school. This includes but is

# Adult Student Information

not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## Removal of Student

Whenever an alleged violation of the 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 justification in a report and immediately forward it to the Superintendent. The student will also be contacted immediately.

## 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 72 hours, excluding weekends and holidays. 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 of Suspension

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 division administrator's decision.

If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the "Dismissal" section, above, are met. At the hearing, the division 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 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:

1. Seriousness of the offense;
2. Student's disciplinary record during the course of the school year or in prior years;
3. Any final action taken by civil authorities; (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action by

# Adult Student Information

- the school.)
4. Cooperation and assistance of student during the disciplinary proceedings;
  5. 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 the student's request for readmission. **Further documentation may be required from the individual requesting readmission.**

## Continuing Enrollment

Students are expected to make satisfactory academic progress toward completion in the course of study to be eligible to continue. For a student to have satisfactory academic progress, they must:

- Have a grade average of "C" or better.
- Make consistent progress in all areas of the program (e.g. theory and application) working toward program completion requirements based on established program completion timelines.
- Be in compliance with the CV Tech attendance policy.

Unsatisfactory academic progress may be defined differently in programs or courses for which special grading scales exist to meet state or national certifications or other special requirements. Requirements are defined in the applicable program syllabus or information sheet.

Students may be placed on Academic Probation if they are not making satisfactory progress. If after one semester of probation, a student is not in compliance with all three components of making satisfactory progress, permission may not be granted to continue in the program.

## Withdrawal Process/Date

Students who are withdrawing from class must complete a withdrawal form in the Student Services office. The withdrawal date recorded will be either:

- the date the student notifies a counselor to withdraw, or
- the date the student is dropped because of attendance or disciplinary action.

Financial Aid will be recalculated based on last date of attendance.

## Leave of Absence

Canadian Valley Technology Center recognizes post-secondary students enrolled in full-time programs may encounter situations during their enrollment that may require a leave of absence from school. A leave of absence is a temporary interruption in a student's program of study and is not a withdrawal from school. There must be a reasonable expectation the student will return from the leave. This leave can only be used for extenuating circumstances, which may include but is not limited to: serious injury, hospitalization, death of family member, etc. Only 2 leaves of absence can be granted during a twelve month period. The leave must be taken consecutively, and must be a minimum of 5 days. The 2 leaves together cannot extend beyond 20 class days. Canadian Valley Technology Center will not assess any additional institutional charges caused by the leave, the students' need may not increase, and therefore, the student will not be eligible for any additional federal student aid. Approval must be obtained from the assigned program administrator before leave is taken unless unforeseen circumstances prevent a student from doing so.

A post-secondary student requiring extended time away from school must request a leave of absence in writing. The form is available in the student services office.

The form must be filled out completely including reason for requesting leave, student signature, and date. The completed form is then submitted to the program administrator for approval. Upon approval, the form is then copied to the financial aid officer, counselor, and attendance officer/ clerk.

This leave can only be used for extenuating circumstances. Only 2 leaves of absence can be granted during a twelve month period. The leave must be taken consecutively, and must be a minimum of 5 days. The 2 leaves together cannot extend beyond 20 class days. Approval must be obtained before leave is taken unless unforeseen circumstances prevent a student from doing so. For example, if a student were injured in a car accident and needed extended time away from school, the student would not have been able to request the

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leave of absence in advance and the request for leave would be completed as soon as reasonable.

Financial aid payments will be adjusted accordingly for PELL recipients. The maximum time for program completion is not extended by the leave.

All students returning from an approved leave of absence must enter through the counselor's office. If the student does not return at the end of approved leave, the student is considered withdrawn as of the last recorded date of attendance.

Unapproved leaves of absence will be considered as a withdrawal.

## **Military Leave of Absence**

Enrolled CV Tech students who are a member of the active uniformed military services of the United States and called to active duty are eligible to apply for a Military Leave of Absence. Students will need to speak with their instructor, complete the Military Leave of Absence Request, and submit current military orders. VA Benefits will be terminated; however upon re-enrollment benefits will be reinstated. Upon return the student will need to complete an enrollment form and will be admitted in next available class.

# Tuition & Financial Information



# Tuition & Financial Information

## Tuition/Fees/Books

Adult students are responsible for all tuition and fees for full-time programs.

Full-time Programs	Tuition	General Enroll Fee
<b>Secondary Students</b>		
*In-District	No Cost	No Cost
Out-of-District	\$39.65	\$ 0.15
<b>Post-secondary Students</b>		
*In-District	\$ 2.50	\$ 0.15
Out-of-District	\$ 5.00	\$ 0.15

\*In-District students include those whose permanent residence is within any technology center district in Oklahoma. In-district also includes secondary students attending CV Tech partner sending schools.

Proof of residency in the form of a utility bill, lease agreement, or mortgage will be required.

CV Tech is not certified to accept International Students, who are defined as individuals of nonimmigrant status in the U.S. temporarily for the purpose of education. These individuals will have an F-1 or M-1 Visa.

### Full-time Programs

Adult students and out-of-district secondary students are responsible for all applicable tuition and fees. Tuition and fees are due upon admission unless arrangements have been made through the financial aid office. Financial aid is available for qualified students in approved programs and career majors.

Students may enter into an agreement with the district to pay tuition and fees on a monthly basis. The agreement is initiated by the career counselor and/or the bursar. Payment terms and conditions are contained in the agreement.

Failure to pay tuition will result in removal from the program. Students may be readmitted to the program provided space is available, they were in good standing otherwise, and tuition and fees are paid in full.

The Board approved tuition and fee rate schedule is available in the student services office.

**Students who live within other tech centers' borders are eligible for in-district tuition. Ask to speak to a counselor about out-of-district costs.**

## Tuition Payment

All adult students must complete a payment agreement on admission. For those who are receiving financial aid, a payment agreement is made until financial aid is disbursed. Non-funded students may pay the tuition owed in advance either in full or in monthly installments. Charges will not be prorated for partial months.

Financial aid must be finalized and completed before starting classes. Any application not completed will result in the student considered to be self-pay or non-funded until financial aid has been completed and approved.

If a student receiving Pell Grant funding is not meeting satisfactory academic progress and is placed on financial aid suspension, the student will be required to pay the tuition which has accumulated until eligibility is reinstated or their bill is paid in full. <https://cvtech.edu/financial-information/program-costs/>

## Transfer Hours/Advanced Standing Credit

Students will receive a tuition credit for any transfer hours accepted by his or her instructor. If a student transfers from another educational institution with coursework in his or her program area, the student must submit a transcript to the instructor. The program instructor will determine what hours will transfer to the current program requirements. If a student tests out of a course, the student will receive advanced standing for the course and will receive a tuition adjustment for the corresponding clock hours.

In order for a student to be considered as a completer and qualify for certification testing, the student must complete 50% of the program as an enrolled student in a CVTC program.

## Credit for Previous Training or Experience

An Enrollment Certification submitted for a veteran, reservist, service person or eligible person initially enrolling in a school or training facility, or initiating pursuit of a program of education or training different from that previously pursued, must reflect the amount of credit allowed for previous education, training, or experience,

# Tuition & Financial Information

including military training experience. “Credit for prior training” is that which applies to the program of education currently being pursued and which shortens the program accordingly. The amount of credit allowed, if any, will be shown in clock hours.

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Canadian Valley Tech Center, will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

## Institutional Refund Policy

Any full-time program student withdrawing from CV Tech before the first day of attendance or during the first 10 days of instruction will be refunded 100% of tuition or fees paid. After 10 days of instruction, no refund of tuition or fees will be made. Books and other supplies purchased at CV Tech are non-refundable. Practical Nursing and Surgical Technology testing and licensure fees, if used, are non-refundable. If eligible for a refund, expect a maximum of 3 weeks for the refund to be issued.

**NOTE: Student fees, books and other supplies purchased at CV Tech are non-refundable. Students who are withdrawing from school must give written notice to the counseling office. If a student is called to active military duty during the school term, the unused portion of tuition paid by the student may be refunded.**

## Scholarships

The Canadian Valley Technology Center *Next Step* scholarship application forms are available from the counselors after acceptance into a program.

Applicant must be twenty-three years of age or younger on the first day of class. Applicant must live in the Canadian Valley Technology Center school district. A current in-district high school student attending a full-time program who moves out of the district is eligible until completion of their program or until dropped from the program. Enrollment must be continuous. Adult students must have a high school diploma or equivalent to be eligible for full-time programs. High school students or students working on their high school equivalency

are eligible for short-term course provided they are in good standing and on track to earn a diploma.

Next Step Scholarship recipients must:

1. Maintain a “B” average;
2. Make progress toward the completion of the local program (career major);
3. Comply with the CV Tech attendance policy;
4. Maintain appropriate behavior and comply with CV Tech school rules.

Any student not meeting the guidelines may be placed on probation or the scholarship may be revoked for a period of time to be determined by the administrator.

The Next-Step Scholarship is available for up to two full-time programs and an unlimited number of short-term courses.

## Student Financial Assistance

Financial assistance opportunities are available to eligible students who, because of lack of funds, might otherwise be depriving themselves of the benefits of career and technical training.

## Financial Aid Programs

Several sources of financial aid are available to individuals meeting criteria specified for each type of funding. Possible assistance may be available from the following:

- Title IV Funding (Pell Grant)
- Oklahoma Tuition Aid Grant (OTAG)
- Tribal Agencies/Bureau of Indian Affairs
- Office of Workforce Development (WIOA)
- Department of Rehabilitation Services (VR)
- Veterans Vocational Rehabilitation (VAVR)
- Oklahoma National Guard Tuition Scholarship
- Canadian Valley Foundation, Inc. Scholarship
- Oklahoma *CareerTech* Foundation
- VA Educational Benefits

Contacts on each of these aid programs are available through the Financial Aid office. WIOA, Tribal Agencies, VR, and VAVR will determine eligibility for their assistance.

## Military Tuition Waiver

Individuals who are currently a member of the armed forces or have received a discharge from the armed forces other than a dishonorable discharge may receive a 100% tuition waiver on one qualifying short-term Adult Career and Community Development (ACCD) course per semester.

# Tuition & Financial Information

The individual may also receive a 100% tuition waiver on one full-time program.

Individual must live in Oklahoma and one of the following military documents is required to establish eligibility:

- DD-214 (must include Character of Service)
- Military LES
- Discharge Certificate
- Military Orders
- Retirement Certificate
- Valid retired military ID
- Valid current military ID
- A veteran designated driver's license
- Veteran health insurance card

## Title IV Eligibility (Pell)

Title IV funding available is the Federal Pell Grant. To be eligible to receive Title IV funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

- Has a high school diploma (This can be from a foreign school if it is equivalent to a U.S. high school diploma.)
- Has the recognized equivalent of a high school diploma, such as a General Education Development (GED) certificate; or,
- Has completed home schooling at the level as defined by state law.

Information regarding further requirements and the application process is available in the Financial Aid office.

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

## Pell Grant Disbursement

The Pell Grant is awarded on the basis of need (school cost and standard of living costs minus family resources) and Satisfactory Academic Performance (SAP). Pell Grant funds will be disbursed approximately four to six weeks from the payment period beginning date.

The Pell Grant will be awarded in two disbursements. Students will receive their first Pell payment on the basis of being enrolled. For every payment thereafter, students will be paid only if they meet their (SAP) requirements. Requirements for SAP include:

- Completing program in clock hours that is no

more than 150% of the published length of the program

- maintaining a grade of "C" or above
- attending at least 90% of each payment period.

No warning will be given for excessive absences. If a student exceeds allowed absences, the student will not be eligible to receive Pell grant funding for the next scheduled payment period.

Tuition due for the first payment period and any books purchased on credit will be deducted from the first Pell payment. Books and supplies cannot be purchased on credit after receiving the first Pell disbursement.

## Return of Title IV Funds

For students receiving Pell Grant funding who withdraw, drop, or fail to complete a payment period for which they have been charged, a "Return of Title IV Funds" calculation will be processed. The calculation is based on the actual percentage of the payment period the student completed. **Leave of absence and/or other absences do not count as completed hours.**

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

Student must return the funds to the list of sources in the following order:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL/Direct PLU
5. Pell Grant
6. Other Title IV Programs

If a student completes the program without successfully completing all of the established hours in the program, the school MUST re-prorate the amount of Title IV aid and only pay the student for the hours successfully completed.

# Tuition & Financial Information

## Checking the Validity of High School Diploma

If Canadian Valley Technology Center or the Department of Education has reason to believe that a student's high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary school education, CV Tech will evaluate the validity of the student's high school completion.

Acceptable documentation for checking the validity of a student's high school completion may include the student's high school diploma, final high school transcript with completed courses and/or end of instruction tests and/or graduation date or GED certificate. For students who complete their secondary schooling outside the United States, comparable documents will be required, or documents from companies that determine the validity of foreign secondary school credentials. CV Tech will try by all means to validate the student's high school completion.

A student's self-certification is not sufficient to validate a high school diploma that is in question. Federal Student Aid Handbook Vol.1 Chp. 1.

There is no appeal process if CV Tech is unable to validate a student's high school completion status.

For more information on CV Tech required disclosures, please visit our website ([www.cvtech.edu](http://www.cvtech.edu)) under the Useful Link section. If you would like a paper copy, please contact the Financial Aid Officer.

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