Kenneth W. Hayes Board Room
4601 N Choctaw Road
Choctaw, OK 73020

Regular Board Meeting
Wednesday, July 8, 2026 9:00 AM Central

Attendance Taken at 9:00 AM.

Mr Rodney Albee:	Present
John Becker:	Present
Mike Freeman:	Present
Mr Larry Stephens:	Present
Josh Sweet:	Absent

1. **Call to Order - 9:00a.m.** Mr. Larry Stephens, President; Mr. Rodney Albee, Vice-President; Mr. John Becker, Clerk; Mr. Mike Freeman, Member; Mr. Josh Sweet, Member
2. Motion, consideration and vote to approve minutes of the June 30, 2026 regular board meeting
3. Motion, consideration and vote to approve encumbrances for fiscal year 2027 month of July
4. Treasurer's Report
5. Motion, consideration and vote to approve Activity Account Report and Transfer of Excess Fund
6. Motion, consideration and vote to approve the Eastern Oklahoma County Technology Student Handbook for the 2026-2027 school year.
7. Motion, consideration and vote to approve the Eastern Oklahoma County Technology Center Technology Plan for school year 2026-2027
8. New Business: In accordance with Okla. Stat. tit. 25, §3 I I (A)(9), "new business" means any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda.
9. Superintendent's Report: OSSBA State Conference is scheduled next month in OKC. A new Fire Academy and Paramedic classes will begin this month. EOC Tech has two new satellite sites for paramedic programs at Western Tech Center and Pioneer Tech Center. The district has been recognized as a Gold Star School for the second time. The presentation will be held at OkACTE Summit in Tulsa on August 2nd. Student Services will have their last orientation of students in the next 2 weeks of July.
10. Motion and vote to Convene into Executive Session
    Proposed Executive Session for discussing the following so the board can return to open session and take action pursuant to Executive Session Authority: Okla. Stat. tit. 25, §307(B)(J), (3), and (7). The following items are proposed for discussion during the Executive Session: a. New Employments as listed on Personnel Report
    b. Resignation as listed on Personnel Report

11. Motion and vote to Return to Open Session. The Board stayed in Open Session.

12. Board President's Statement of Executive Session Minutes.
13. Motion, consideration and vote to approve or disapprove the following:
    13.a. Motion, consideration and vote to approve New Employments as listed in Personnel Report Attachment A
    13.b. Motion, consideration and vote to accept the Resignation as listed on Personnel Report Attachment A
14. Board Comments
15. Motion, consideration and vote for approval to adjourn.

Larry Stephens, President	Josh Sweet, Member
Rodney Albee, Vice-President	Mike Freeman, Member
John Becker, Clerk	Submitted by: Daryl A Crusoe

Kenneth W. Hayes Board Room
4601 N Choctaw Road
Choctaw, OK 73020

Regular Board Meeting
Tuesday, June 30, 2026 9:00 AM Central

Attendance Taken at 9:00 AM.

Mr Rodney Albee:	Present
John Becker:	Present
Mike Freeman:	Present
Mr Larry Stephens:	Present
Josh Sweet:	Present

1. **Call to Order - 9:00a.m.** Mr. Larry Stephens, President; Mr. Rodney Albee, Vice-President; Mr. John Becker, Clerk; Mr. Mike Freeman, Member; Mr. Josh Sweet, Member

2. Motion, consideration and vote to approve minutes of June 3, 2026 regular board meeting
Motion to approve minutes of June 3, 2026 regular board meeting. This motion, made by Mr Rodney Albee and seconded by John Becker, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

3. Motion, consideration and vote to approve encumbrances for June
Motion to approve encumbrances for June. This motion, made by John Becker and seconded by Mike Freeman, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

4. Treasurer's Report
Motion to approve Preliminary Treasurer's Report ending June 30, 2026. This motion, made by Mr Rodney Albee and seconded by Josh Sweet, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

5. Motion, consideration and vote to approve the Resolution for Eastern Oklahoma County Technology Center to join the **Oklahoma Schools Insurance Group** (OSIG) to form a cooperative district to procure insurance services, benefits and insure against losses & possible liabilities in the most cost effective manner during the 2026/2027 plan year
Motion to approve the Resolution for Eastern Oklahoma County Technology Center to join the Oklahoma Schools Insurance Group (OSIG) to form a cooperative district to procure insurance services, benefits and insure against losses & possible liabilities in the most cost effective manner during the 2026/2027 plan year. This motion, made by John Becker and seconded by Mr Rodney Albee, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

6. Motion, consideration and vote to approve the Resolution for Eastern Oklahoma County Technology Center to join with other school districts creating the **Oklahoma School Assurance Group** (OSAG) to secure services, benefits and insure against its risk of loss, damage and/or liability for the policy year 2026/2027. OSAG is the largest provider of workers' compensation to public schools in Oklahoma.
Motion to approve the Resolution for Eastern Oklahoma County Technology Center to join with other school districts creating the Oklahoma School Assurance Group (OSAG) to secure services, benefits and insure against its risk of loss, damage and/or liability for the policy year 2026/2027. This motion, made by Mr Rodney Albee and seconded by Mike Freeman, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

7. Motion, consideration and vote to approve Eastern Ok Co Vo-Tech Consortium E-Rate Form Services Agreement(s) with Collect Ed. LLC
Motion to approve Eastern Ok Co Vo-Tech Consortium E-Rate Form Services Agreement(s) with Collect Ed. LLC. This motion, made by John Becker and seconded by Josh Sweet, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

8. Motion, consideration and vote to approve EOCTC School District E-Rate Form Services Agreement(s) with Collect Ed. LLC
Motion to approve EOCTC School District E-Rate Form Services Agreement(s) with Collect Ed. LLC. This motion, made by John Becker and seconded by Mr Rodney Albee, Carried.

Mr Rodney Albee:	Yes

John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

9. New Business: In accordance with Okla. Stat. tit. 25, §3 I I (A)(9), "new business" means any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. No new business to report.

10. Superintendent's Report: Under the Superintendent's report, Mr. Hancock announced New Student Orientation with students and parents will be held today through Thursday of this week. Our next regular board meeting is scheduled for next Wednesday, July 8th, 2026. OSSBA State Conference will be held in Okc, August 13-15, 2026. The district will present the student handbook for the school year 2026/2027 for board approval next week. The district also held its 40th graduating Fire Academy Class earlier this month. Mr. Hancock introduced our Graphic Design instructor, Ricardo Herrera, who was in attendance for today's board meeting as he continues his class assignment.

11. Motion and vote to Convene into Executive Session
Proposed Executive Session for discussing the following so the board can return to open session and take action pursuant to Executive Session Authority: Okla. Stat. tit. 25, §307(B)(J), (3), and (7). The following items are proposed for discussion during the Executive Session:

a. New Employments as listed on Personnel Report

The Board stayed in Open session.

12. Motion and vote to Return to Open Session

13. Board President's Statement of Executive Session Minutes.

14. Motion, consideration and vote to approve or disapprove the following:

14.a. New Employments as listed on Personnel Report - Attachment A
Motion to approve New Employments as listed on Personnel Report - Attachment A. This motion, made by Mike Freeman and seconded by Josh Sweet, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes
Mike Freeman:	Yes
Mr Larry Stephens:	Yes
Josh Sweet:	Yes

15. Board Comments: There were no board comments.

16. Motion, consideration and vote for approval to adjourn.
Motion to adjourn at 9:35am. This motion, made by John Becker and seconded by Mr Rodney Albee, Carried.

Mr Rodney Albee:	Yes
John Becker:	Yes

Mike Freeman: Yes
Mr Larry Stephens: Yes
Josh Sweet: Yes

Larry Stephens, President	Josh Sweet, Member
Rodney Albee, Vice-President	Mike Freeman, Member
John Becker, Clerk	Submitted by: Daryl A Crusoe

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STUDENT HANDBOOK

MISSION

EMPOWERING INDIVIDUALS, EMPLOYERS, AND COMMUNITES TO ACHIEVE SUCCESS.

VISION

EXCELLENCE THROUGH EDUCATION AND TRAINING.

CORE VALUES

Service

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

Professionalism

We value ethical practices and encourage personal and professional growth.

Recognition

We value the accomplishments of students and staff.

THE 4r'S

Ready to Learn:

Follow Instructions
Ask for Help
Stay on Task
Listen
Work with Others

Responsible

Stay Organized
Stay on Task
Ask for Permission
Manage Time Well
Accept Consequences

Ready to Work:

Dress Appropriately
Ask for Help
Use your Skills
Share with Others
Work with Others

Respectful

Greet Others
Listen
Disagree Appropriately
Address Authority Appropriately

EOCTECH PERSONNEL

ADMISTRATION

Tony Hancock, thancock@eoctech.edu, x224 ..... **Superintendent**
Shawn Meek, smeek@eoctech.edu, x324 ..... **Assistant Superintendent**
Robert Bateman, rbateman@eoctech.edu, x321. ... **Director of Operations**
Daryl Crusoe, dcrusoe@eoctech.edu, x242 ..... **Business Manager**
Julie Farmer, jfarmer@eoctech.edu, x230 ..... **Director of Business and Industry Services**
Emily Gideon, egideon@eoctech.edu, x304 ..... **Director of Educational Services**
Kade Hill, khill@eoctech.edu, x322 ..... **Director of Innovation and Technology**
Travis Tracy, ttracy@eoctech.edu, x247 ..... **Director of Instruction**


Tony Hancock


Shawn Meek


Robert Bateman


Daryl Crusoe


Julie Farmer


Emily Gideon


Kade Hill


Travis Tracy

EOCTECH BOARD OF EDUCATION*


Larry Stephens


Rodney Albee


Mike Freeman


John Becker


Josh Sweet

EOCTECH BOARD OF EDUCATION*

Larry Stephens	President
Rodney Albee	Vice-President
John Becker	Clerk
Mike Freeman	Member
Josh Sweet	Member
Bill McCully	Treasurer

EOCTECH FOUNDATION BOARD

Randy Goodman	Chairman
Dean Dull	Vice Chairman
Carmelita Wells	Treasurer
Jacob Shumway	Member
Frank Bean	Member
Wade Moore	Member
Butch Freeman	Member

CAMPUS FACILITIES

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

EOCTech's campus is comprised of 4 buildings: Main Building, Adult Day Center, Business Development Center, and Public Services. A map of EOCTech's campus is available upon request.

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

Accreditations

Eastern Oklahoma County Technology Center (EOC Tech) is accredited by the Oklahoma State Board of Career and Technology Education and the Oklahoma State Department of Education. The curriculum in each career program must meet their criteria. Full-time career programs are also approved by the Oklahoma State Accrediting Agency (SAA).

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

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

Early Care & Education - Nat'l Association for the Education of Young Children (**NAEYC**)

Automotive Service Technology - Automotive Service Excellence (**ASE**)

Construction Trades/Carpentry – American General Contractors (**AGC**)

HVAC – Partnerships for Air Conditioning, Heating, Refrigeration Accreditation (**PAHRA**)

Welding - American Welding Society (**AWS**)

Paramedic - Committee on Accreditation of Allied Health Education Career Programs (**CAAHEP**)

Class Schedules

Full-time career programs meet Monday - Friday. Secondary students may attend in the morning or afternoon session. Adults may attend the morning or afternoon session as a half-time student (no less than 12 clock hours per week); or adults may choose to attend both sessions as a full-time student (no less than 24 clock hours per week). Adult students may also attend on a special schedule (e.g., MWF all day), with pre-approval from a Student Services Advisor.

Pell Grant students must attend at least 24 clock hours per week to be considered as full-time, or attend at least 12 clock hours per week to be considered as half-time. For VA purposes, full-time status requires at least 22 clock hours per week, and half-time status requires at least 11 clock hours per week (Sun-Sat).

Admissions and Enrollment

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

1. Talk to a counselor at your high school.
2. Complete the EOC Tech pre-enrollment form.
3. Information will be provided for next steps in completing the enrollment process via REMIND, email, and/or mailers sent to the student's home address.

JULY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						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

DECEMBER

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	0
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31					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

JUNE

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	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				

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2026
2027

District Calendar

AUGUST
Professional Dev: 3 - 10
Fall Semester Begins: 11

SEPTEMBER
Labor Day: 7

NOVEMBER
Fall Break: 15 - 16
Thanksgiving: 24 - 30

DECEMBER
Fall Semester Ends: 18
Christmas: 21 - 31

JANUARY
Spring Semester Begins: 5
MLK Jr Day: 18

FEBRUARY
President's Day: 15

MARCH
Spring Break: 15 - 19
Weather Day: 26

APRIL
Weather Day: 14

MAY
Spring Semester Ends: 21
Memorial Day: 31

HOLIDAYS BREAKS BEGIN/END PROF. DEV.

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

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PERSONNEL CONT.

ADMISTRATION

Tony Hancock, thancock@eoctech.edu, x324 ..... **Superintendent**
Shawn Meek, smeek@eoctech.edu, x247 ..... **Assistant Superintendent**
Robert Bateman, rbateman@eoctech.edu, x321. . . . **Director of Operations**
Daryl Crusoe, dcrusoe@eoctech.edu, x242 ..... **Business Manager**
Julie Farmer, jfarmer@eoctech.edu, x230 ..... **Director of Business and Industry Services**
Emily Gideon, egideon@eoctech.edu, x304 ..... **Director of Educational Services**
Kade Hill, khill@eoctech.edu, x322 ..... **Director of Innovation and Technology**
Travis Tracy, ttracy@eoctech.edu, x247 ..... **Director of Instruction**

FACULTY/INSTRUCTORS

Architecture & Construction
TBD – Design Manufacturing Instructor, x323
TBD – Electrical Instructor, x353
Harbison, Eric – HVAC/R Instructor, eharbison@eoctech.edu, x307

Arts, Audio/Video Technology & Communications
Herrera Jr., Ricardo – Graphic Arts Instructor, rherrera@eoctech.edu, x348
Bass, Adam – Digital Media Instructor, abass@eoctech.edu, x268

Business, Management & Administration; and Finance
Spencer, Tracie - Business & Accounting Instructor, tspencer@eoctech.edu, x266

Health Science
TBD – Certified Nursing Assistant/Phlebotomy
Hawkins, Amy – Physical Therapy Tech Instructor, ahawkins@eoctech.edu, x283
Potts, Jenna – Foundation of Health Careers Instructor, jpotts@eoctech.edu, x347

Hospitality & Tourism
Foresee, Jeff –Hospitality and Food Service Instructor, jforesee@eoctech.edu, x477

Human Services
Busby, Jenna - Assistant Director of Child Development Center, jbusby@eoctech.edu, x387
Widick, Teresa - Early Care Instructor/Child Development Director, twidick@eoctech.edu, x232

Information Technology
Eades, Jonathon - Information Technology Instructor, jeades@eoctech.edu, x246

Law, Public Safety, Corrections & Security; and Health Science
Simmons, Tim – Emergency Services Instructor, tsimmons@eoctech.edu, x317

Manufacturing
Walter, Keith – Welding Instructor, kwalter@eoctech.edu,
Babek, Jeff – Welding Fabrication Instructor, jbabek@eoctech.edu, x305

Science, Technology, Engineering & Mathematics (STEM)
Lord, Edward – STEM Pathways Instructor, elord@eoctech.edu, x359

Transportation, Distribution & Logistics
Huddleston, Anthony, Automotive Instructor, ahuddleston@eoctech.edu, x318
Smith, Zac – Auto Collision Instructor, zsmith@eoctech.edu, x367

STAFF

Adult Day Services
Bain, Joel– Director of Adult Day Services, jbain@eoctech.edu, x237

Business & Industry Services
Farmer, Julie - Director of Business & Industry, jfarmer@eoctech.edu, x230
Bain, Megan – Business Development and Training Coordinator, mbain@eoctech.edu, x267
Crom, Mandi – ACD/BIS Administrative Assistant, mcrom@eoctech.edu, x223
Reavis, Jill - ACD Special Projects Coordinator, jreavis@eoctech.edu
Hoffmeier, David - OkAPEX Coordinator, dhoffmeier@eoctech.edu, x350
Westervelt, Chance - Business Safety Coordinator and Trainer, cwestervelt@eoctech.edu, x248

Business Office
Jack, Melissa - Accounts Payable/Inventory, mjack@eoctech.edu, x228
Eubanks, DeGe- Bursar, deubanks@eoctech.edu, x227
Mattocks, Larenda - Accounts Receivable/Bursar, lmattocks@eoctech.edu, x227

Child Development Center
Busby, Jenna – Assistant Director of Child Development Center, jbusby@eoctech.edu, x387

Communications and Marketing
Baker, Isabel (Izzy)– Communications and Marketing Coordinator, ibaker@eoctech.edu, x240
Unsell, Alyssa – Graphic Design/Communications Specialist, aunsell@eoctech.edu, x221

Facilities Operations
Bateman, Robert, Director of Operations, rbateman@eoctech.edu, x321

Food Service
Males, Katie – Hospitality & Events Manager, kmales@eoctech.edu, x308/x354

Human Resources
Wiegert, Kirsten – Human Resources Specialist, kwiegert@eoctech.edu, x496

Information Technology
Brooks, Chase - IT Assistant, cbrooks@eoctech.edu, x357
Graves, Michael – Director of Information Technology, mgraves@eoctech.edu, x356

Public Services (Fire Academy and EMT Training)
Robertson, Dana – Public Services Administrative Assistant, drobertson@eoctech.edu, x497
Olson, Melisa – Public Services Program Assistant, molsen@eoctech.edu, x481
TBD – Public Services Coordinator, x281
Burke, Cody – Paramedic Program Coordinator, cburke@eoctech.edu, x351, Bachelors, Paramedic License
TBD– EMT/FAC Instructor, , x499

Student Services
Christensen, Trisha – Student Services Advisor/Counselor, tchristensen@eoctech.edu, x240
Davenport, Charis – Instructional Coach/ Community Outreach, cdavenport@eoctech.edu, x256
Vigil, Heather – Student Services Receptionist, hvigil@eoctech.edu, x269
Gunn, Kim - Student Services Advisor/Special Needs Counselor, kgunn@eoctech.edu, x204
Miller, Cassidy - Registrar, cmiller@eoctech.edu, x279
Johnson, Kristy - College Connection Coordinator, kjohnson@eoctech.edu, x241
Humphrey, Christopher - Career Connection Coordinator, x302
Jasper, Kacie - REACH Instructor, kjasper@eoctech.edu x259
TBD - Explore Coordinator, ttracy@eoctech.edu x365

STUDENT SERVICES STAFF EXPANDED

Trisha Christensen, Student Advisor/Counselor/Academic Contracts, x225
Gives career and educational assistance to high school students and adult students. She helps students choose an EOCTech career major that fits the student's interests and skills. She is a resource for assessment interpretation, Next Step scholarship information, college admissions and scholarships. In addition, she works closely with Rose State College and the Academic Contracts (college credit) that is offered to students in approved program areas.

Christopher Humphrey, Career Connection/Math Specialist, ext. 256
Cooperatively working with the classroom instructor, as well as local employers and industry, students are taught what employers are looking for in a new hire and how to advance in position and wage in that field of work. The Math Instructor also helps students in each career and technical career major to understand and apply math that relates to their industry or trade. Algebra II 12 and Geometry classes are also offered for high school credit to qualifying technical and industrial students. ~~The Career Connection Coordinator assists all students with resumes, mock interviews, True Colors, Career Tech Student Organizations, Workforce Development, Job Assistance, Career Fair, etc. His role includes setting up seminars for students to learn topics related to finding a job, and keeping a job. He also helps students create resumes and be prepared for Work Based Learning through their program area. Add something about apprenticeships~~ He also assists all students with resumes, mock interviews, Workforce Development, Job Assistance, Career Fair, etc. His role includes setting up seminars for students to learn topics related to finding a job, and keeping a job. He also helps students create resumes and be prepared for Work Based Learning through their program area.

TBD, Explore Coordinator, ext. 365
The Explore instructor is primarily responsible for the development of career awareness with sophomore students. Students will spend time studying the career cluster system, performing self-assessments and exploring specific career paths open to them. Each student will be able to spend up to 20 clock hours in a career major to determine if they would like to enroll as a full-time student in the future. High school and college plans will be discussed and job skills and requirements will also be taught. Students will also receive orientation on the career majors offered at EOCTech.

Kim Gunn, Student Advisor/Special Needs Advisor/Distance Learning, ext. 204
Gives career and educational assistance to high school and adult students. She helps students choose an EOCTech career major that fits the student's interests and skills. She is a resource for assessment interpretation, Next Step Scholarship information, college admission and scholarships. In addition, she works closely with special needs students to determine reasonable accommodations and provide necessary services. She serves as the EOCTech representative at IEP meetings with partner schools.

TBD, Career Resource Specialist and Cassidy Miller, Registrar, ext. 249
The Career Resource Center is designed to meet the educational needs of students by providing career resource assistance. Each student's level of achievement in basic education is determined through assessment. The CRC staff then provides individualized instruction in the areas of reading, language, and basic math. Computer-aided instruction is available for ACT and GED preparation. CRC services are available to both full and part time students as well as the residents of the EOCTech district by appointment.

Kristy Johnson, College Connection Coordinator/VA SCO, x 241
The College Connection Coordinator assists all adult students with Pell Grants, Oklahoma Tuition Aid Grant (OTAG), the Otha Grimes Scholarship, Veteran's Administration (VA), tribal assistance, OK Promise and the payment plan to be used towards the costs of eligible career majors. She is the VA School Certifying Official. Her role includes setting up college tours for specific student groups, ACT prep seminars, FAFSA workshops for students and parents, and college planning for students interested in continuing their education at the collegiate level.

Charis Davenport, Instructional Coach, x302
The Instructional Coach for EOC Tech supports instructors by enhancing teaching practices, curriculum development, and student engagement strategies aligned with industry standards. This role provides ongoing instructional support and mentoring to CTE teachers, assists with the implementation of the REACH program, and plays a key role in student recruitment and outreach efforts.

VACCINATION POLICY AND INFORMATION

High school students are required to meet the vaccination requirements of their respective sending school. Adult students are required to meet program-specific vaccination requirements.
The following are resources regarding vaccinations and immunizations:

- **CITY-COUNTY HEALTH DEPARTMENT –** Complete information regarding immunizations provided for all Oklahoma counties can be located at their website, www.cchdoc.com/.
- **INTEGRIS SOUTHWEST MEDICAL CENTER'S EMPLOYEE HEALTH (636-7336)** – located in the Medical Office Building, 4200 S. Douglas, Medical Office Bldg, Suite 214. Available Monday-Friday 7:00 a.m. - 4:00 p.m. Fees listed below.
- **INTEGRIS BAPTIST MEDICAL CENTER EMPLOYEE HEALTH (951-2903)**, located in Physician Building (Bldg A), 3435 N.W. 56th Street, Suite 909. Available Monday-Friday 7:00 a.m. – 4:00 p.m. Fees listed below.

Estimated Fees for Integris Baptist & Integris Southwest Vaccines/ Titers:

- Rubella or Varicella Titer $ 23.00
- Rubeola or Mumps Titer $ 30.00
- Hepatitis B dose or titer $ 40.00
- TB Screen $ 10.00 (No TB screens done on Thursdays)
- (No live vaccines are given to students. The only vaccine students can receive from INTEGRIS Employee Health is Hepatitis B

HIGH SCHOOL STUDENTS (IN-DISTRICT)

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

1. Talk to the counselor at your high school.
2. Complete EOCTech pre-enrollment form with either your High School Counselor or an EOCTech Student Services Advisor.
3. Attend "Iguana Night" to complete paperwork and finalize pre-enrollment.
4. Students are not enrolled at EOCTech until enrollment is finalized and the student has received an approval letter.
5. Career programs fill up quickly. Missing "Iguana Night" may jeopardize being able to enroll in the career program of choice indicated on the pre-enrollment form.

HOME-SCHOOL STUDENTS (IN-DISTRICT AND OUT-OF-DISTRICT)

Students being home-schooled or attending private school must be at least 16 on or before November 1st in the year of enrollment to be admitted and allowed to enroll at EOCTech. Students may attend in the AM or PM and will be considered as high school students. Transportation is the responsibility of the individual and must be in compliance with established guidelines and policies of EOCTech.
Students will need to provide sufficient evidence of participation in a home-school situation and meet the following admission requirements:

1. Residence/Tuition Agreement – an applicant residing in the EOCTech district is not charged tuition for the duration of that residency. An applicant residing out-of-district may be accepted pending program availability, and may be required to pay tuition (See http://eoctech.edu/costofattendance).
2. Provide a current copy of immunization records or letter of exemption.
3. Meet the prerequisites established for the career program.
4. Provide a valid transcript; or provide a written curriculum outline for the course of study provided to the individual two years prior to application for admission or duration of home-schooled time, if less than two years.
5. Provide a report of mid-term and/or final test scores for the course of study which must include formal class hours per week in which the applicant has participated.
6. Provide standardized test results from a nationally-recognized standardized assessment administered within the last 1 year. Other assessments may be considered. Accuplacer Test may be given.
7. Once admission requirements have been met, the student will complete an enrollment application and may be enrolled in the program of choice if there is space available.

ADMISSIONS AND ENROLLMENT FOR FULL-TIME CAREER MAJORS

HIGH SCHOOL STUDENTS (OUT-OF-DISTRICT)

An out-of-district high school student may be admitted to Eastern Oklahoma County Technology Center if their Tech Center does not have a program of interest and EOCTech does. This is referred to as a Reciprocity Agreement.

The admission process is as follows:

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

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

~~Eastern Oklahoma County Technology Center District No. 23 will not be responsible to pay student tuitions for any student to enroll in a skills program, secondary or post-secondary, at technology schools outside of District 23's boundaries (EOCTech Board Policy 527)~~
Eastern Oklahoma County Technology Center District No. 23 will not be responsible to pay student tuitions for any student to enroll in a skills program, secondary or post-secondary, at technology schools outside of District 23's boundaries (EOCTech Board Policy 5-45) If admitted, EOC Student Services will request a letter of reciprocity from your in district tech center. A reciprocity agreement must be on file for students to attend.

FULL-TIME, DAYTIME ADULT STUDENTS

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

1. Schedule an appointment to take an assessment test with the Career Resource Specialist.
2. Begin the application process for financial aid, e.g. FAFSA, VA, Tribal, etc., in order to have required documentation ready at time of enrollment.
3. Contact Student Services and schedule an appointment with a Student Services Advisor to review assessment testing and career program choices.
   a. Bring a copy of High School Diploma, High School Transcript, or GED.
   b. Complete Adult Student Information form to complete the pre-enrollment process.
4. Adult students will be notified in the Spring notifying them of Enrollment Intake.
   a. Students should finalize their financial aid paperwork before the Enrollment Intake date.
5. Students will meet with a Student Services Advisor on that date to finalize the student's enrollment and to discuss how the student will pay tuition (See http://eoctech.edu/costofattendance).
6. Students will pay tuition not covered by funding agency or FAFSA.
7. Provide evidence of all previous education and/or training. All previous education and/or training is evaluated and given credit when appropriate.
8. Students who pre-enroll for the fall semester receive a letter about Orientation and the first day of classes.
9. Students no longer enrolled or who have completed high school must be at least 16 years of age and have the permission of their parent/guardian to enroll as an adult student. A signed consent from the high school principal of the school district in which they reside is also required. However, the student is not eligible for financial aid from EOCTech.

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

Note to Financial Aid (FAFSA) Students
Students who complete a Free Application for Federal Student Aid (FAFSA) must have a valid high school diploma, high school transcript, or GED in order to be eligible for the Federal Pell Grant.
If a student's FAFSA is assigned to the Verification Group 5 and/or if there's any reason for the school or Secretary to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education, then the College Connection Coordinator is required to evaluate the validity of a student's high school diploma. Acceptable documentation will include, but is not limited to, the following:

1. A copy of the high school diploma and/or high school transcript with the graduation date.
2. Verification that the high school is accredited by the Oklahoma State Department of Education by researching the online School Site Directory at https://sde.ok.gov/state-school-directory. A comparable website will be researched for students who graduated high school outside of Oklahoma.
3. The URL of the high school's internet website.

Student self-certification is not sufficient documentation. There is no appeal process if the school is unable to validate the high school diploma/transcript.

HIGH SCHOOL STUDENTS AND FULL-TIME, DAYTIME ADULT STUDENTS

The EOCTech school year consists of ~~181~~ 180 days. A secondary student (high school student) may attend the morning session or the afternoon session. A post-secondarystudent (adult student) may attend the morning session or the afternoon session or both sessions. An adult student can attend half-time for ~~450~~ 480 hours or full-time for 960 hours in a school year. Students will be allowed a 10-minute break for each session.

Class hours are as follows for daytime ~~7 classes~~:
ADULTS: 8:00 a.m. - 11:00 a.m. and afternoon 12:00 p.m. - 3:00 p.m.
HIGH SCHOOL: Schedules dependent upon partner sending school schedules.

EXPLORE PROGRAM

EXPLORE PROGRAM FOR SECONDARY STUDENTS

This program is an elective semester course for high school sophomores. There is no prerequisite. Transportation is provided by EOCTech and is the students' only transportation option. Students receive an initial four-week orientation to the CareerTech and college connection, career assessment through OKCareerGuide.com, career planning, and general safety. After completing the orientation period, students may choose up to five career programs to explore for three-week rotation periods. Students may choose up from the following career programs:

- Automotive Service Technician
- Auto Collision
- Business, Management & Administration Accounting
- Information Technology
- Digital Cinema
- Digital Photography
- Early Care & Education
- Residential/Commercial Electrician's Assistant
- Basic Firefighter
- Graphic Design
- ~~Certified Nursing Assistant (LTC)/Phlebotomy/EKG Technician~~ Pre-Nursing (CNA)
- Hospitality and Food Service
- Residential HVAC
- Physical Therapy Tech
- Welding
- Welding Fabrication
- STEM Pathways
- Manufacturing Design

The following are the class schedules for EXPLORE students:
(these times could change year to year)

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



STUDENT SERVICES

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

Full-Time Career Major Information

The Full-Time Career Majors currently have At-A-Glance sheets that include program course sequences, the approximate length it will take to complete the program, cost of tuition and other estimated costs, available certifications, and how to earn college credit. ~~the approximate length it will take to complete the career major, cost of tuition and other estimated costs, available certifications, and how to earn college credit. The At-A-Glance program sheets may be requested from Student Servicesat (405) 390-9591 or found on our website at www.eoctech.edu.~~ The Program-At-A-Glance sheets may be requested from Student Services at (405) 390-9591 or found on our website at www.eoctech.edu. A summary table of career majors is located in the back of this Student Handbook.

Plan of Study

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

Career Resource Center (CRC)

The Career Resource Center is designed to meet the educational needs of students by providing career resource assistance. Each student's level of achievement in basic education is determined through assessment. The CRC staff then provides individualized instruction in the areas of reading, language, and basic math. Computer-aided instruction is available for ACT and GED preparation. CRC services are available to both full and part time students as well as the residents of the EOCTech district by appointment. The CRC is open during regular school hours.

College Connection Coordinator/Registrar/VA SCO

The College Connection Coordinator assists all adult students with Pell Grants, Oklahoma Tuition Aid Grant (OTAG), the Otha Grimes Scholarship, Veteran's Administration (VA), tribal assistance, OK Promise and the payment plan to be used towards the costs of eligible career majors. She is the VA School Certifying Official. Her role includes setting up college tours for specific student groups, ACT prep seminars, FAFSA workshops for students and parents, and college planning for students interested in continuing their education at the collegiate level.

Career Connection Coordinator/CTSO

~~The Career Connection Coordinator assists all students with employability skill training and transition services to employer school partners. The Career Connection Coordinator organizes all Career Tech Student Organizations (CTSO) on the EOCTech campus and Work-Based Learning for full-time programs.~~

The Career Connection Services assists all students with employability skill training and transition services to employer school partners.

Counseling Services

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

Special Accommodations

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

Americans with Disabilities Act (ADA)

Eastern Oklahoma County Technology Center, in compliance with Section 504 of the Rehabilitation Act of 1973 insures: "No qualified person with a disability shall, on the basis of disability, be excluded from participation in,

be denied the benefits of, or otherwise be subjected to discrimination under any career major or activity which receives or benefits from Federal financial assistance."

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

Please contact the Special Needs Advisor in Student Services for more information and/or to request special accommodations.

Job Placement (except EMT and FAC)

EOCTech will assist with job placement in a variety of ways, but does not guarantee every student a job. Although a job placement advisor is not on staff, other services are available to help students gain employment.
Instructors assist students with placement. Since the instructors work closely with area companies, they frequently become aware of job opportunities. Job search skills classes are taught to help students with the complex process of finding employment. Job placement assistance will be available for at least six months after graduation.

Work-Based-Learning (except EMT and FAC)

Work-Based-Learning (WBL) with an equal employment opportunity employer is available to secondary and adult students who have met the requirements set forth by their instructor(s). The student must meet the standards established by EOCTech and home high school (for secondary students) including attendance, academic performance and discipline policies and fill out an application with employer information including which days/times the student plans' to work.

Prior approval must be given by the Director of Educational Services or the Director of Instructional Services before a student is allowed to be placed. A student's placement may be revoked at any time if sub-standard performance is witnessed by the employer or is affecting school work.
Shadowing opportunities may be available to students in the first year to observe professionals in their respective occupations. This is dependent on the career major requirements. Both WBL and shadowing experiences vary with each career major.

Student Organizations (except EMT and FAC)
Membership in various career student organizations offered at EOCTech is an integral part of the instruction in each career major. Students are encouraged to participate in these activities which provide an opportunity to develop leadership potential and social experiences for professional development.

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

EOCTech also participates with the National Technical Honor Society (NTHS) which recognizes outstanding career tech students. Nomination requirements for NTHS include the following: (1) "A" average for 2 consecutive nine-week periods, for the 1st and 2nd nine weeks or 2nd and 3rd nine weeks; (2) Student must be a member of their Career Tech student organization; (3) Recommendation from instructor; and (4) Student must be attending full-time.

Transfer of Credit (Advanced Standing)
Students who would like to be considered for advanced standing should present industry certifications to the Registrar when deciding which career major to enroll in during the admission process. The Registrar will contact the instructor and will evaluate previous education and/or training documentation and determine whether or not the student may receive advanced standing for EOCTech courses in the student's major of choice. Advance standing reduces the total number of career major course/hours that the student will need to complete at EOCTech.
When a student completes EOCTech courses with at least a 70%/C grade average in one major and then changes to another major, advanced standing will be given for those EOCTech courses which are duplicated in the second major. The only exception is the EMT majors, which are not eligible for partial credit if the student has to re-take an EMT major in the future.

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

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

The following career majors at EOCTech offer Academic Contracts:

- Business Management Administration/Accounting
- Digital Media
- Graphic Design
- Early Care and Education of Children
- STEM

To find out more about specific hours available for college credit, contact **Trisha Christensen at tchristensen@eoctech.edu, or (405) 390-6605.**

Distance Learning (Rose State Courses)

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

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

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

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

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

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

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

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

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

Career Major Tuition Charges (except EMT and FAC)

Adults who are enrolled in full-time, daytime career majors will be charged $2.25 per clock hour based on the length of the career major in which they are enrolled for the ~~2025-2026~~ 2026-2027 school year. For example, if the career major has 960 clock hours, the tuition charged will be $2,160.00.

Students can request an EOCTech Payment Plan with ~~DeGe Eubanks~~ the Bursar. ~~Mrs.Eubanks~~ The Bursar will prepare the Student Payment Contract and will have the student review and sign.

A copy of the Student Payment Contract is given to the student because it includes the amounts owed and the date that each payment is due. All payments are receipted by the Bursar ~~, Dege Eubanks~~ located across from Student Services.

~~If the student has confirmed financial aid eligibility, then those deducted amounts from the Tuition charged and the payment plan is applied to anything not covered by financial aid. Please contact Kristy Johnson, College Connections Coordinator~~

If the student has confirmed financial aid eligibility, then those amounts are deducted from the Tuition charged and the payment plan is applied to anything not covered by financial aid. Please contact Kristy Johnson, College Connections Coordinator at (405) 390-5314, or kjohnson@eoctech.edu, if you have any questions. (See http://eoctech.edu/costofattendance).

Career Major Payment Information (except for EMT and FAC)

All payments are receipted by the Bursar located across from Student Services. Students may pay with cash, check or credit card.

Adult students are responsible for payment arrangements through self-pay, financial aid, EOCTech Next Step Scholarship, tribal assistance, and/or outside agencies before enrollment. Generally, payments are due no later than the first day of class. Payment plan arrangements may be requested by contacting the Bursar at (405) 390-6641. The student will sign a Payment Plan Contract. See the EOCTech Payment Plan section below or the Student Handbook for more information.

Students usually enroll in one career major at a time. Once a student completes all of the coursework within a Career Major, they may continue in a new career major. However, students must see a Student Services Advisor to be enrolled in subsequent career majors. The Registrar will determine advanced standing for courses already completed at EOCTech and amount of additional Tuition charges that may be owed at that time.

There are no tuition charges for secondary or home school students who reside in the EOCTech district. Secondary students who are out-of-district and home school students who do not reside in the EOCTech district may be charged for Tuition based on the length of the career major. However, there may be other charges, for all students, that are out-of-pocket depending on the career major. Please refer to the Program At-a-Glance sheets or contact an advisor for more information.

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

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

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

Payment from Funding Sources
If a student has confirmed eligibility with more than one funding source, e.g. Pell Grant, etc., the Pell Grant is usually applied to the account charges first and any other funding sources are disbursed to the student to assist them with other educational expenses like transportation, uniforms, child care, etc. If the funding source is considered to be "tuition specific", those funds have to be applied to the student's account first and cannot be disbursed to the student, e.g. WIAO, DRS.

If there are unpaid school charges once the Pell Grant has been applied, other funding sources like OTAG, OK Promise, tribal, etc., are applied to the student account. Any funding in excess of the student's school charges is disbursed to the student. If there are unpaid school charges after all funding sources have been applied, the student must self-pay the remaining balance by the first day of attendance, or the student can request a payment plan from the Bursar.

EOCTech Payment Plan
Students can request a payment plan from the Bursar. Payments will be due on the 15th of each month for the following months; August, September, October, November, January, February, March, and April.

Other Career Major Costs
For all Career Majors (except for EMT and FAC), required books, supplies and tools are included in the Tuition charge. The books, supplies and tools purchased by EOCTech remain the property of EOCTech. Students are responsible for the care of all school-owned property assigned to them. All students may be required to pay for replacements if items are lost or stolen, and for certifications.

However, there may be other charges that are out-of-pocket depending on the career major. Please refer to the Program At-a-Glance sheets or contact an advisor for more information.

EOCTech does not offer housing or board for its students. All students live off-campus and commute. Transportation on an EOCTech bus is available from each of the four district high schools for secondary students.

EMT and Fire Academy Career Majors have school charges, with books, supplies and uniforms being out-of-pocket expenses that are the responsibility of the student to acquire. Students should contact Dana Robertson, EMT/Fire Administrative Assistant at (405) 390-5315 for more information.

Add/Drop Dates
The Add/Drop Date for Full-Time Programs (except for EMT/FAC) is Day 4 of Instruction. The Add/Drop Date for EMT and Fire Academy Programs is Day 1 of Instruction.

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

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

The ~~2025-2026~~ 2026-2027 FAFSA applies to any approved career major taken in the 2026-2027 school year, i.e. the School Year coincides with the FAFSA Year. The ~~2025-2026~~ 2026-2027 FAFSA is based on 2024 income.

Students, who anticipate attending school in the ~~2025-2026~~ 2026-2027 school year, should complete the ~~2025-2026~~ 2026-2027 FAFSA which will be made available in October 2025. The 2024 income information will be used to determine financial eligibility for career majors taken in the ~~2025-2026~~ 2026-2027 school year. The Data Retrieval Tool should be utilized on the FAFSA, if possible. Students do not have to know which school they'll be attending at the time the FAFSA is completed. Students may list up to 10 schools on their FAFSA without obligation to any of them. Students should take advantage of submitting their FAFSAs earlier!

Basic Eligibility Criteria
Our basic eligibility requirements are that you must
- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain satisfactory academic progress in college or career school;
- provide consent and approval to have your federal tax information transferred directly into your 2026–27 Free Application for Federal Student Aid (FAFSA®) form, if you're applying for aid for July 1, 2026, to June 30, 2027;
- sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education.

You can show you're qualified to obtain a college or career school education by:
- having a high school diploma or a state-recognized equivalent such as a General Educational Development (GED) certificate;
- completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
- enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described below.

Creating a StudentAid.gov Account
We strongly recommend you create your StudentAid.gov account before starting your FAFSA form. When you create your account, be careful to enter your name and Social Security number (SSN) exactly as they appear on your Social Security card.

2026–27 FAFSA® Form

On the 2026–27 FAFSA form, every contributor—anyone (you, your spouse, a biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA form—needs a StudentAid.gov account before accessing and completing their section of the online form. Contributors can access their StudentAid.gov account by using their FSA ID (account username and password). Note: Contributors without an SSN can create a StudentAid.gov account to fill out their portion of your 2026–27 FAFSA form online.

To start the online 2026–27 FAFSA form, select "Start New Form." You'll be taken to the "Log In" page to enter your account username and password. After logging in, you'll be given the option to select your applicable role to fill out the FAFSA form: "Student" or "Parent." You (the student) should select "Student." If a parent wants to start their dependent child's FAFSA form, they should select the "Parent" option.

Gathering the Documents Needed To Apply 2026–27 FAFSA® Form

You might need the following information or documents as you fill out the 2026-27 FAFSA form:

- Your parents' SSNs if you're a dependent student
- Tax returns
- Records of child support received
- Current balances of cash, savings, and checking accounts
- Net worth of investments, businesses, and farm

Keep these records! You may need them again. Do not mail these supporting records to us.

One thing you don't need for the FAFSA® form is money! The FAFSA form is FREE, so if a website asks you to pay to fill it out, you're not dealing with the official FAFSA site. Remember, this is a government application, so it's on a .gov website.

Getting Help

If you need help filling out the FAFSA form, use these free tools:

In the online FAFSA form, select the question mark icon next to a FAFSA question to view a "tool tip" that provides information about how to answer that question. Visit the "FAFSA® Help" for the ~~2025-2026~~ 2026–27 FAFSA form, where you can find answers to common questions. In the online form, chat with Aidan®, our virtual assistant.

Chat with, email, or find a phone number for the Federal Student Aid Information Center. Contact the financial aid office at the college or career/trade school you plan to attend.

Starting Your FAFSA® Form and Providing Your Basic Personal Information

The ~~2025-2026~~ 2026–27 FAFSA forms are available now. We encourage you to fill out the applicable form as soon as possible on or after the FAFSA launches to meet FAFSA federal, state, and school deadlines.

FAFSA® Filing Options

You may choose any of these methods to file a FAFSA form:

- Log in at fafsa.gov to apply online
- Complete a FAFSA PDF (note: you must print out and mail the FAFSA PDF for processing)
- Request a print-out of FAFSA PDF by calling us at 1-800-433-3243; then fill out the form and mail it for proc
- If you are starting the ~~2025-2026~~ 2026–27 FAFSA form for the first time on fafsa.gov, select "Start New Form" and enter your account username and password to access the FAFSA form.

If you are starting the ~~2025-2026~~ 2026–27 application for the first time on fafsa.gov, select "Start or Edit a ~~2025-2026~~ 2026–27 FAFSA Form." Your name and SSN must match those on your Social Security card. Near the beginning of the FAFSA form, you'll create a "save key," a temporary password that you'll use if you start your FAFSA form, save it without finishing it, then want to open it again later to finish it. If you are applying for a summer session, contact the financial aid office at your college or career/trade school to find out which school year you should select when you complete your FAFSA form.

Listing Colleges and/or Career Schools

While completing the FAFSA form, you must list at least one school to receive your information. The schools you list will use your FAFSA information to determine the types and amounts of aid you may receive. Use the ~~2025-2026~~ 2026–27 School Search to find the colleges or career/trade schools you're interested in including on your FAFSA form. For federal student aid purposes, the order of schools for your college list does not matter. However, to be considered for state aid, some states require you to list schools in a particular order (for instance, you might need to list a state school first). Find out whether your state has a requirement for the order in which you list schools on your

FAFSA form.

Your 2026–27 school list can have up to 20 schools online or up to 10 schools on a FAFSA PDF. Schools you list on the application will automatically receive your FAFSA results electronically. Note: Schools will not be able to see which other schools you listed on your FAFSA form. You should add any school that you plan on applying to, or that you have applied to, even if you haven't been accepted yet. In most cases, once a school accepts you, they will then work on developing your aid offer.

Determining Your Dependency Status
The FAFSA form asks a series of questions that determine whether you are a dependent or independent student for purposes of applying for federal student aid. If you are a dependent student, you must report parent information, as well as your own information, on your application. If you're curious, you can find out now whether you're a dependent student.

Reporting Parents' Information
If you're a dependent student, you'll need to report parent information on your FAFSA form. Visit our page on reporting parent information to find out who counts as your parent, what to do if you don't live with your parents, and what to do if you don't have access to your parents' financial information.
Is My Parent A Contributor When I Fill Out My ~~2025–2026~~ 2026–27 FAFSA Form?
https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2026-2027/application-and-verification-guide/ch2-filling-out-fafsa-form

Reporting Spouse's Information
If you are married (and not separated) and filed taxes jointly with your spouse, then you'll report your spouse's information on the 2026–27 FAFSA form, but they will not be identified as a contributor. But if you're married (and not separated) and didn't file taxes jointly with your current spouse, your spouse will be considered a contributor on your 2026–27 FAFSA form.

Providing Financial Information
The FAFSA form asks for financial information, including information from tax forms and balances of savings and checking accounts.

- The ~~2025–2026~~ 2026–27 FAFSA form asks for 2024 tax information.
- The ~~2024–2025~~ 2025–26 FAFSA form asks for 2023 tax information.

Note: If your or your family's financial situation has changed significantly from what is reflected on your federal income tax return (for example, if you've lost a job or otherwise experienced a drop in income), you may be eligible to have your financial aid adjusted. Complete the FAFSA questions as instructed on the application (including the transfer of federal tax return and income information), submit your FAFSA form, then contact the school you plan to attend to discuss how your current financial situation has changed. Note that the school's decision is final and cannot be appealed to the U.S. Department of Education.

What to Do If Your Parents' (or Your) Marital Status Has Changed Since Taxes Were Filed
Here are some tips for this type of situation using the example of the ~~2025–2026~~ 2026–27 FAFSA form:

- The FAFSA form asks for marital status "as of today" (the day it's filled out). So, if the student or parent is married now but wasn't in 2024 (and therefore didn't file taxes as married), the spouse's 2024 income will need to be added to the FAFSA form.
- Similarly, if the student or parent filed 2024 taxes as married but is no longer married when filling out the FAFSA form, the spouse's income will need to be subtracted.
- And if the student or parent was married when filing 2024 taxes, then got divorced and is now married to someone else, the spouse will need to report their own income as a contributor.

The FAFSA help text covers all these situations in more detail as you're filling out the application.

Automatically Transferring Your Tax Information
~~2025-2026~~ 2026–27 FAFSA® Form
The Financial Aid Direct Data Exchange, replacing the IRS Data Retrieval Tool previously used, will transfer contributors' federal tax information from the IRS directly into your FAFSA form. All contributors must provide consent and approval to:

- disclose their personally identifiable information provided on the FAFSA form to the IRS for matching purposes;
- obtain their federal tax information from the IRS via direct data exchange;
- allow the U.S. Department of Education (ED) to use their federal tax information to determine the student's eligibility and amount of federal student aid;
- allow ED to share their federal tax information with colleges, career/trade schools, and state higher education agencies for use in awarding and administering financial aid; and
- allow ED to reuse their federal tax information on another FAFSA applicant's form (e.g., if a parent has multiple dependent students or a parent's own FAFSA form).

NOTE: Even if contributors don't have an SSN, didn't file taxes, or filed taxes outside of the U.S., they will still need to provide consent and approval.
IMPORTANT: If a required contributor doesn't provide consent and approval to have their federal tax information transferred into the FAFSA form, you (the student) will not be eligible for federal student aid—even if the contributor manually enters tax information into the FAFSA form. To ensure the information is secure, the federal tax information won't display on the FAFSA site or the FAFSA Submission Summary.

~~2025-2026~~ 2026–27 FAFSA® Form Consent and Approval
FUTURE Act Direct Data Exchange (FA-DDX)
The Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act amended Section 6103 of the Internal Revenue Code (IRC) to allow the Internal Revenue Service (IRS) to disclose certain federal tax information (FTI) to FSA. The IRS and FSA worked together to develop the FUTURE Act Direct Data Exchange (FA-DDX) which established a secure connection between both agencies through an application programming interface that processes requests in near-real time. Implementation of the FA-DDX eliminated the need for most applicants (and their spouse or parents) to self-report their income and tax information reported to the IRS. Also, FTI that is transferred via the FA-DDX to the FAFSA form is considered verified for Title IV purposes.

The FUTURE Act requires applicants and contributors (student's spouse and/or parents, as appropriate) to provide consent and approval to the access, disclosure, and use of FTI in evaluating the applicant's eligibility for Title IV aid. Consent and approval are required regardless of the application method (online or paper).

Definitions
FAFSA Privacy Act Consent – Formal consent provided by an applicant and any applicable contributor(s) for a given FAFSA cycle (e.g., August 2025 to September 2027 for the 2026-27 FAFSA form) that meets the statutory requirements of collecting and using an individual's personally-identifiable information (PII) under the Privacy Act, as amended (5 U.S.C. § 552a). PII provided on the FAFSA form (e.g., name, date of birth, Social Security number) with consent of the individual, will be provided to the IRS to conduct a match for the Department to receive FTI for purposes of determining an applicant's Title IV aid eligibility and permit further redisclosure of FTI by the Department.

FAFSA FTI Approval – Formal approval granted by an applicant and any applicable contributors for a given FAFSA cycle (e.g., August 2025 to September 2027 for the 2026-27 FAFSA form) to retrieve and use FTI to determine an applicant's Title IV aid eligibility as well as permit the redisclosure of FTI by the Department to an eligible institution; state higher education agency; or a designated scholarship organization for the application, award, and administration of student aid programs. An applicant and contributor (if applicable) must provide approval once each year. If FAFSA FTI approval is not provided, the student will not be eligible for any Title IV aid until the approval is provided by each contributor.

To provide consent and approval, FAFSA contributors (including parent(s) or spouse) must agree to:

- The Department's use and disclosure of their information (e.g., name and Social Security number) to match with the IRS;
- The disclosure of their FTI by the IRS to the Department;
- The use of their FTI by a Department official to determine an applicant's eligibility for federal student aid and the amount for which they are eligible; and
- The redisclosure of FTI by the Department to an eligible institution, state higher education agency, or a designated scholarship organization (e.g., institutional or state financial aid).
- Only the Department has the authority to obtain approval and consent for the use and disclosure of FTI for such purposes. Our partners (FAAs, advocates, etc.) are not permitted to obtain approval and consent on behalf of FAFSA contributors (including parent(s) or spouse) for the use and disclosure of FTI.
- Once a FAFSA contributor has provided consent and approval for use and disclosure of FTI for a FAFSA cycle (e.g., the 2026-27 FAFSA cycle), they cannot revoke consent for that cycle. The ability to revoke consent is not needed for FAFSA purposes because the FAFSA contributor is providing a one-time consent for a specific tax year and an annual consent is required for each FAFSA cycle.

~~Signing and Submitting the FAFSA® Form~~

~~2025–26 FAFSA® Form~~

~~After you complete your required section of the FAFSA form online, you'll acknowledge the terms and conditions of the form and electronically sign your section. You can then submit your section of the FAFSA form. However, your FAFSA form won't be considered complete until all required contributors provide their information on the FAFSA form, give their consent and approval to transfer federal tax information into the form, and provide their signatures. After you and your parent (and/or any other required contributor) sign and submit the FAFSA form, the form will be considered complete and will be submitted for processing.~~

~~If you submit the FAFSA form, you'll see a confirmation page that displays your completion date, data release number, and next steps. You'll also see your estimated Student Aid Index (a number used by college and career/trade schools to determine your eligibility for federal student aid), estimated Federal Pell Grant eligibility, and information about other federal student aid for which you may be eligible. This confirmation page is emailed automatically to you for your records.~~

~~Note: The Student Aid Index on the confirmation page is only an estimate. The official Student Aid Index will appear on the FAFSA Submission Summary.~~

Signatures

Each student and required contributor must both (1) provide consent and approval to obtain tax information from the IRS and (2) sign the FAFSA application. While both the student and contributors must provide consent and approval once per application cycle, a signature may be required multiple times throughout the cycle if a student makes corrections to a processed FAFSA form. In these cases, the student or the contributor must sign that correction to certify the information is accurate but will not be prompted to provide consent and approval again. Therefore, it is possible for a FAFSA transaction to contain consent and approval but not the required signature(s). If your school receives an ISIR transaction indicating that the transaction source (i.e. paper or online FAFSA) was unsigned, the applicant or contributor can return to their FAFSA form and sign the correction. Alternatively, you can print a signature page in the FAFSA Partner Portal, collect the necessary original signature(s), and indicate in the FAFSA Partner Portal that you have the signature on file. This will resolve the signature requirement but will not satisfy the requirement for consent and approval. Only the Department can collect a contributor's consent and approval.

Federal Tax Information

The following data received by the Department from the IRS are FTI**:**

- Tax Year (ex. Award year 2026-27 is based on 2024 tax year information from the IRS)
- Tax Filing Status
- Adjusted Gross Income (AGI)
- Number of Exemptions and Number of Dependents
- Income Earned from Work
- Taxes Paid
- Educational Credits
- Untaxed IRA distributions
- IRA deductions and payments
- Tax exempt interest

- Untaxed pension amounts
- Schedule C net profit/loss
- Indicators for Schedules A, B, D, E, F, H
- IRS response code

Can I change the tax return information that I transfer into the 2026–27 FAFSA® form via the FA-DDX ?
No. Information you transfer via the FA-DDX can't be changed. Remember, the information transferred is coming from your filed tax return, so it shouldn't need to be changed. If your financial situation has changed or you filed an IRS Form 1040X amended return, contact your financial aid office at the college or career school you plan to attend to discuss whether it would be appropriate for the school to adjust the information on your FAFSA form.

Top FAFSA® Tips
- Read all questions and instructions carefully.
- Meet FAFSA deadlines.
- Check your email (including spam) regularly for any messages from the U.S. Department of Education or your college or career school.

Taking the Next Steps
Once you've completed your FAFSA form, there are more steps you have to take before you receive financial aid. Make sure you know what happens after you submit your FAFSA form.

Basic eligibility requirements are that you must:
- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain satisfactory academic progress in college or career school;
- provide consent and approval to have your federal tax information transferred directly into your 2024–25 Free Application for Federal Student Aid (FAFSA®) form, if you're applying for aid for July 1, 2026 to June 30, 2027;
- sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes;
- and show you're qualified to obtain a college or career school education.

You can show you're qualified to obtain a college or career school education by:
- having a high school diploma or a state-recognized equivalent such as a General Educational Development (GED) certificate;
- completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law)

How Much is the Pell Grant?
For 2026-2027 the maximum Pell Grant award is $7,395 for career majors that have the minimum "academic year for financial aid purposes", which is usually 900 clock hours/30 weeks of instruction. The actual amount awarded to each student depends on various items, e.g. the Student Aid Index (SAI), enrollment status, the number of clock hours/ weeks of instruction in the academic year for the eligible career major, and cost of attendance.

If the length of the eligible career major ranges from 600 to 899 clock hours, and/or less than 30 weeks, then the amount of Pell will be prorated accordingly. Thus, the amount of Pell a student may qualify for will be less than the estimated amount listed on the FAFSA confirmation page. If the length of the eligible career major is 900 clock hours or higher, the amount of Pell will not be prorated, plus the student may be eligible for an additional Pell Grant disbursement referred to as "Year-Round Pell". The Year-Round Pell will be included in the student's Award Letter along with information of how to maintain eligibility for the additional Pell Grant. The amount of Pell that a student qualifies for will be included in the student's Award Letter, which the College Connection Coordinator will send the student as soon after the student's start date as possible.

Statement of Educational Purpose on the FAFSA

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

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

How Eligibility for the Pell Grant is Determined

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. (In some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant.) Additionally, you may be eligible to receive a Federal Pell Grant if you are confined or incarcerated and enrolled in an approved Prison Education Program, or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non forcible sexual offense.

The amount you get, though, will depend on

- your Student Aid Index (2026-27 FAFSA form),
- the cost of attendance (determined by your school for your specific program),
- your status as a full-time or part-time student, and
- your plans to attend school for a full academic year or less.

Enrollment Status

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

If a student enrolls in a career major which takes longer than one school year to complete (August to May), the student will need to complete a new FAFSA for the following school year, which is typically available in October of the year prior. Eligibility will be determined based on the information on the new FAFSA. If a student changes their enrollment status or takes a Leave of Absence, the amount of Pell Grant that the student qualifies for will have to be recalculated and a new Award Letter will be issued to the student showing the changes in the amount and the timing of the payment periods and estimated dates of disbursement.

Pell Cost of Attendance (COA)

The most common costs associated with attending college are tuition and books. However, there are other cost items which a student may incur as a result of attending college. Common items include room and board, transportation, child care expenses, clothing, and miscellaneous expenses. While EOCTech does not have on-campus dormitories, the room and board component is still included in the Pell Cost of Attendance.The Pell Cost of Attendance (COA) includes the cost of the career major plus living allowances for room and board, transportation and miscellaneous expenses. The Student Budget components are defined by federal regulations and establish the limit of financial aid

(from all sources) from which a student is allowed to receive in a given school year. In essence, students may not receive more financial assistance than is necessary to cover their respective Student Budgets for a school year.

There are 2 Pell COA budgets at EOCTech: (a) full-time (FTA) career majors; and (b) Firefighter-EMT Academy. Students may contact the College Connection Coordinator to request a copy.
See **https://www.eoctech.edu/wp-content/uploads/2026/05/2026-27-Cost-of-Attendance-.pdf**

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

Verification
The College Connection Coordinator is required to verify all FAFSAs which have been chosen for the Verification process by the U.S. Department of Education. Certain data items on these applications must be reviewed and must be accurate, as determined by federal regulations. The College Connection Coordinator must resolve any FAFSA which appears to have incorrect and/or conflicting information. Copies of supporting documentation used to complete the FAFSA will be requested, as needed. Forms that are required to begin the Verification process are as follows: Tax Return Transcript of the student's (and parents' if applicable) 2021 Federal IRS Tax Return; or Signed Copy of the student's (and parents' if applicable) 2023 IRS Federal Tax Forms with W-2's; plus Completed Verification Worksheet given to students by the College Connection Coordinator; and Other documentation that may be requested by the College Connection Coordinator will include any documentation that will substantiate information reported by the student on the FAFSA.

Students may request a Tax Return Transcript from the IRS at www.irs.gov. There's a link on the home page under Tools called Get a Tax Transcript. It may take 5-7 business days to be processed. Students should bring their entire Tax Return Transcript to the College Connection Coordinator as soon as they receive it. Both the Tax Return Transcript and the Tax Account Transcript will need to be requested if the student and/or parents filed an amended 2021 federal income tax return. Otherwise, the Tax Return Transcript is the only one required.

Independent Students and Parents of Dependent Students who have indicated that they did not file a 2024 IRS tax return, i.e. Non-Filers may need to request a Tax Return Transcript from the IRS at www.irs.gov. The student and/or parent should receive a notice from the IRS stating that no tax record was found. No Pell is disbursed until this is resolved.

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

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

Unusual Enrollment History
The U.S. Department of Education has begun flagging student's FAFSAs with a "Conflict Code" when a student's enrollment history recorded in the National Student Loan Database System (NSLDS) is considered to be "unusual". This code is issued when the student's enrollment history shows a pattern of enrollment and withdrawal each Award Year with the student receiving either a Pell Grant payment or student loans, or both. The student is not eligible to receive any more financial aid until their Unusual Enrollment History has been researched and resolved. At EOCTech, the student will be required to request Official Transcripts be sent from each of their previously attended schools directly to the College Connection Coordinator. No hand-delivered transcripts will be accepted. If a student can't receive a transcript due to an outstanding obligation at any of those schools, then Pell eligibility cannot be established.

Once all Official Transcripts have been received by the College Connection Coordinator, each transcript will be reviewed. In order to resolve the Conflict Code, the student must have earned at least one credit hour or one clock

hour at each of the schools. If the student's transcripts show that at least one credit hour or one clock hour has been earned at each of the schools, then the student will be eligible to receive the Pell Grant from EOCTech. If eligibility cannot be re-established, the student will be required to self-pay in order to attend EOCTech.

Special Circumstances

Federal regulations provide the College Connection Coordinator at each school the option to exercise "Professional Judgment" (PJ) if a student has extenuating circumstances which may have affected their income level due to loss of a spouse or loss of employment. Each request is handled on a case-by-case basis. The College Connection Coordinator is not required to process these special requests. If the College Connection Coordinator believes that the student meets the PJ guidelines, the student will be advised to complete the FAFSA as it is initially. If it was chosen for Verification, the Verification Process must be completed before any PJ overrides can be processed. The student will be given a form to complete that will ask the student for documentation of what income the student has coming in currently. The adjusted income figures will be re-submitted by the College Connection Coordinator on the student's FAFSA and the "Professional Judgment" indicator will be flagged. The student may receive financial aid
based on the adjusted EFC.

How and When Financial Aid is Paid

EOCTech defines its "Academic Year" for the purposes of the Pell Grant as 900 clock hours and 30 weeks of instruction for most of the eligible career majors (except for the Fire Academy). For a few career majors, the Academic Year equals the program length in both hours and weeks. If the career major has less than 900 clock hours or less than 30 weeks of instruction, the student's Pell Grant will be prorated accordingly and the student will be eligible for a portion of their "Scheduled Award". The Fire Academy career major (Firefighter/EMT Academy) has an Academic Year defined as 818 hours, 22 weeks. Generally, there are two payment periods per school year. The first payment is processed as quickly as possible as soon as the student begins attending class. The first disbursement could take up to 6-8 weeks from the student's
class start date depending on the timing within the month. Pell checks have to be requested a month in advance from the Business Office. For example, check requests are usually due by the 25th of the month and will be issued the following month, approved by the Board, and disbursed at the end of the month. The second disbursement is processed approximately halfway through the student's career major hours or at the halfway point in the school year whichever is earlier.

The first Pell disbursement will be applied to the student's account charges for the semester. Any remaining amount exceeding the semester tuition charge will be distributed by check to the student to be used for other school-related expenses. If tuition is paid by an outside funding agency, e.g. tribal assistance, Voc-Rehab, etc., the entire Pell Grant award is distributed in two disbursements directly to the student. If the student doesn't qualify for enough Pell Grant to cover the tuition cost for the school year, then all of the Pell disbursement will be applied to the student's account. The second Pell disbursement will be made once the student has "successfully completed" the number of clock hours in the first payment period, completed the required number of curriculum hours in the first payment period, and has maintained satisfactory academic progress (SAP) meeting both the Quantitative and Qualitative requirements described below. The Business Office Bursar will notify students through their instructors when Pell checks are ready to be disbursed. The Pell checks are disbursed by the Bursar, not by the College Connection Coordinator.

Satisfactory Academic Progress Policy (SAP)

Satisfactory Academic Progress means that a student is proceeding in a positive manner toward the completion requirements of their program (career major) in the expected length of time. If those conditions are not met, the student is at risk of losing their financial aid. This policy applies to the Federal Pell Grant, Oklahoma Tuition Aid Grant, and Oklahoma Promise. To be considered eligible for the next disbursement, a student needs to have at least a "C". All of the hours and the weeks of instruction have to be completed. Students receiving federal aid must attend 90% of their payment period. When absences are greater than the allowed 10% excused absences, payment will be delayed until those hours are completed/attended. SAP will be evaluated at the point when the student's scheduled clock hours and weeks of instruction for the payment period have elapsed. Grades and Attendance are printed and the instructor signs off that the information is accurate. No progress report is required for an otherwise eligible student to receive their first payment.

QUALITATIVE MEASURE (GRADES)

The student must have a cumulative grade of "C" at the end of the payment period. Only the hours applicable to the program are included in the cumulative grade. If the student's overall grade is "D" or "F", they will be placed on

Financial Aid SUSPENSION with an opportunity for appeal. If approved, the student will be placed on probation for the next payment period. If the student fails to make a cumulative grade of "C" or above at the end of the probation period, the student will no longer be eligible for federal financial aid at Eastern Oklahoma County Technology Center.

MAXIMUM TIMEFRAME 150 PERCENT OF PUBLISHED TIME

Students must successfully complete their program (career major) within 150% of the published time frame. Students will NOT be eligible for aid for hours beyond those in the program. The maximum time frame applies to the amount of calendar time it takes the student to complete those hours. (Example: 600-hour program has 23 weeks. The maximum time frame of 150% would be 900 hours 34.5 weeks.)If at the end of a Pell payment period, it is not mathematically possible for the student to complete within the 150% timeframe, the student will be placed on Financial Aid Suspension. There is no opportunity to appeal this suspension. Course incompletes, withdrawals, and LOA do not affect the cumulative grade. If a student repeats a course, the highest grade may be used in the calculation. However, course incompletes, withdrawals, LOA and repetitions may all affect maximum timeframe. Any transfer hours that are accepted towards program completion are counted as both attempted and earned hours. The total program hours will be reduced by the hours accepted. In the case of a LOA the hours will be extended.

APPEAL PROCESS

A student may file an appeal if they feel there were extenuating circumstances for their grades falling below the 26 requirement. (Examples: death of a relative, illness or injury, etc.) Students would complete a form explaining their situation, along with a plan for improvement. Financial Aid Coordinator along with designees would review for approval. If approved, students would have a semester of probation. If denied, the decision is final.

REESTABLISHING ELIGIBILITY

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

Refunds for Pell Grant Recipients

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

Return of Title IV Federal Pell Grant Funds

If a student receives a Pell Grant disbursement and then withdraws from classes, he/she may owe money back to the Title IV Federal Pell Grant program if he/she withdraws before completing more than 60% of their payment period Hours. A student may "officially withdraw" by initiating the withdrawal process. If a student just stops attending or doesn't return from a Leave of Absence (LOA), he/she may be withdrawn due to lack of attendance in accordance with EOCTech's attendance/LOA policies. The date on which the student officially withdraws, and the date that the school determines the student has ceased attendance or hasn't returned from a Leave of Absence is called the date of determination. The last date of attendance is the date used for the Return of Title IV Funds calculation. The College Connection Coordinator will determine the last date of attendance according to the attendance record in the student accounting system, and note it on the Student Information Update Form. The last date of attendance will be used to calculate how much of the Pell Grant has to be returned to the Title IV Federal Pell Grant program by both EOCTech and the student. The school has 45 days from the date of determination to return the "unearned" Title IV funds to the Federal Pell Grant program.

Here's an example of the calculation: Full-time student receives a $3,698.00 Pell Grant disbursement. Tuition paid to EOCTech is $1,050.00 and the student receives the remaining $2,648 to assist with other educational expenses, e.g. transportation. There are 450 clock hours (88 days) in this payment period. Student drops out on the 20th day of the payment period and has completed 106 clock hours, thus earning 23.6% of the Pell Grant (106/450) = 23.6%).
The amount "earned", i.e. does not have to be repaid, is $872.73 ($3,698 x 23.6% = $872.73). The remaining $2,825.27 is considered "unearned" and must be paid back to the Title IV Federal Pell Grant program.

EOCTech must pay back $802.20 ($1,050.00 x 76.4% = $802.20), leaving an initial amount to be repaid by the student of $2,023.07 ($2,825.27 - $802.20). However, the regulations provide a "protected" amount for the student which is half of the Pell disbursement that was disbursed (or could have been disbursed) or 50% x $3,698.00 = $1,849.00 Therefore, the amount the student must pay back is the initial unearned amount minus the protected amount would be $976.27 ($2,825.27– 1,849.00).
The amount of $976.27 would be considered an Overpayment of Pell, and arrangements must be made by the student with the school or the U.S. Department of Education's collection agency to repay this $976.27. Failure to do so will mean the student is ineligible for any financial aid in the future until satisfactory payment arrangements have been made, and that income tax refunds and wages will be garnished by the U.S. Department of Education until the Overpayment of Pell has been repaid.
Students will be billed for the Pell funds that EOCTech is required to repay to the Federal Pell Grant program. In the example above, the student will be billed for the $802.20 that EOCTech had to Return to Title IV. A Hold will be placed on the student's account, a hold will be placed on any Certificates, Grades or Transcripts and the student may not be allowed to re-enroll at EOCTech until any obligation(s) has been repaid to EOCTech.

If a student withdraws before actually receiving a Pell Grant disbursement but has completed enrollment time in a career major, the student may receive a Post-Withdrawal Disbursement (PWD) for the amount earned while attending. The PWD will be applied to the student's account if the student owes EOCTech for outstanding obligations. Any overpayment resulting on the account after the PWD has been applied will be returned to the student within 14 days. Finally, if a student withdraws and has completed more than 60% of the payment period hours, neither EOCTech nor the student has to return any funds to the Title IV Federal Pell Grant program. The student may withdraw in good standing with EOCTech and the U.S. Department of Education meaning financial aid eligibility is intact.

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

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

OTHER FINANCIAL AID INFORMATION

Student Loans
There are no loan programs available for any career major taken at EOCTech. This includes direct loans, federal student loans, and private education loans.

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

The FAFSA is the application for all federal financial assistance programs and each school chooses which of these federal assistance programs they will make available to their students. EOCTech has chosen to offer only the Federal Pell Grant program since 1991.

The EOCTech Payment Plan allows students to spread school charges over 8 payments which must be paid well before the career major end date with no finance charge. Students can request a payment plan from the bursar. Payments will be due on the 15th of each month for the following months; August, September, October, November, January, February, March, and April.

Oklahoma Tuition Aid Grant (OTAG)
Students must have an 2026-2027 FAFSA submitted, be eligible for the Pell Grant, and meet the Oklahoma residency requirements in order to be eligible for OTAG for the 2026-2027 school year. OTAG is awarded based on need and priority is given to the highest need students. Award amounts may vary based on need and availability of funds. If other aid sources are known at the time of awarding and funds are limited, OTAG may not be stacked. Payment is sent directly to the school and will be applied to any outstanding charges on the student's account. Any remaining credit balance will be disbursed to the student. Students will receive OTAG in 2 disbursements, one in fall and one in spring. If a student loses their eligibility in the Pell Grant program, they will also lose eligibility in the OTAG program. Just like the Pell Grant, the OTAG does not have to be repaid. This grant may be used for tuition, fees, books, or any other education-related expenses. For more information, please contact Kristy Johnson, College Connection Coordinator, at kjohnson@eoctech.edu, or (405) 390-5314 for more information.

OK Promise (aka OHLAP)
Students who have completed all of the requirements for OK Promise will have received notification of their eligibility in the summer following their high school graduation date. The OK Promise scholarship amount is based on an hourly rate, determined by the Oklahoma State Regents for Higher Education (OSRHE), multiplied by the number of clock hours in the Academic Year for the career major in which the student is enrolled. This amount is divided into 2 payments, generally one payment per semester.

Students must submit and complete a FAFSA every year and meet the income level requirements as set by state statute. Students will lose eligibility for OK Promise if income is too high. For more information, please contact Kristy Johnson, College Connection Coordinator, at kjohnson@eoctech.edu, or (405) 390-5314 for more information.

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

The Foundation sends the money directly to the school which will be applied to any outstanding charges on the student's account. Once all charges are paid, any credit balance will be returned to the student within 14 days. The Foundation determines the number of scholarships and the dollar amounts awarded. The number of scholarships awarded varies every term along with the dollar amounts. Since EOCTech has participated in this program, the number of scholarships has ranged from 3 to 10 and the amounts awarded have been from $200.00 up to $800.00.

EOCTech Next Step Scholarship

The NEXT STEP Scholarship is a tuition waiver available to high school seniors from Choctaw, Harrah, Luther, Jones, Life Christian Academy, Epic, and homeschool seniors upon graduation. The NEXT STEP Scholarship does not cover the cost of books, supplies and/or certifications. This Scholarship is limited to two consecutive semesters in the school year following the year of high school graduation. Students must apply/enroll within the year following graduation.
Full-Time Career Majors are eligible for the tuition waiver, except for the Firefighter/EMT Academy and EMT Academy. Once a student has completed a career major, he/she is no longer eligible for the NEXT STEP Scholarship. In order to be considered for the NEXT STEP Scholarship, the student must complete an application form, along with an enrollment form, and return it to Student Services. Students enrolling in Pell-eligible career majors are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA) in order to qualify for the Federal Pell Grant in addition to the Next Step Scholarship tuition waiver.
The application form requires information that must be completed by your High School Counselor, including your High School Attending, Year Graduating, Cumulative GPA, and ACT score. ACT, ACCUPLACER and/or Work Keys test scores are preferred. If these are not available, please call assessment personnel at EOCTech to schedule an appointment to test at (405) 390-9591.

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

Eligibility guidelines for the NEXT STEP Scholarship are as follows:

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

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

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

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

- Students must remain in good standing with EOCTech.
- Students must not exceed the limits set forth in the attendance policy.
- Students must maintain at least a "70%/C" letter grade (2.0 GPA) in their career major area.
- Students will be placed on probation if they do not maintain at least a "C" letter grade for the 9-week period. Students who fail to maintain at least a "C" letter grade for the semester will forfeit their Scholarship and will be required to pay tuition for the remainder of the school year..

Bernice Young Memorial Scholarship

This scholarship is available to adult students enrolling in an EOCTech career major or short-term course related to the health field. The application may be duplicated, but it must be on 8 ½" x 11" white paper. Application must be typed or neatly printed in ink.
Eligible career majors and short-term courses at EOCTech would include: EMT Academy, Firefighter/EMT Academy, Certified Nursing Assistant (LTC), or any health-related Adult Career Development (ACD) courses.

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

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

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

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

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

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

Tribal Assistance

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

Veterans Education Benefits

EMT Academy and Firefighter/EMT Academy are the career majors eligible for 2026-2027 VA Education Benefit programs at EOCTech:

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

1. You will need to go to va.gov to complete the online application. VA will determine your eligibility for VA Education Benefits.
2. You will receive a Certificate of Eligibility (COE) that identifies the benefits you are eligible for, how many months of benefits you have, and any expiration date that may be in place. Please give a copy of it to the College Connection Coordinator. In lieu of the COE letter, benefit information letters from https://www.va.gov/records/download-va-letters/ or https://www.ebenefits.va.gov/ebenefits/homepage may be accepted.
3. Provide copies of all transcripts for any prior training. A Joint Services Transcript (JST) reflecting military training can be requested at https://jst.doded.mil/official.html.
   The Air Force Community College of the Air Force (CCAF) transcript can be requested at https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/.
4. The student will have to self-pay all Pre-Admissions and Post-Admissions Out-of-Pocket Costs which are listed in the Program Information section at the beginning of this packet.
5. Payments:
   a. ***Chapter 30 and Chapter 1606 Montgomery GI Bill®, Chapter 35 Dependent Educational Assistance (DEA) Beneficiaries Only:*** Payments from the VA will be sent directly to you. You must pay in full at the start of term or request and sign a payment plan in order to spread payments over 4 months.
   b. Chapter 33 Post 9-11 GI Bill® Beneficiaries Only: Payments from the VA for School Charges will be paid directly to EOC Tech. VA beneficiaries will not be penalized for late payment by the VA. Your book stipend and your Basic Allowance for Housing (BAH) will be paid directly to you. School Charges covered by VA will be deferred as a courtesy to you based on your verified Eligibility Percentage. If your Eligibility Percentage is less than 100%, you will be responsible for the amount of School Charges not covered by

VA and you must pay in full at the start of the program; or, you must request and sign a payment plan in order to spread payments over 4 months.

c. Students in Need of a Payment Plan: Contact the College Connection Coordinator to set up a Payment Plan contract for the School Charges. Failure to pay the account balance according to the Payment Plan will result in the student not being allowed to return to class until the account has been paid according to the payment plan. No certificates or transcripts will be issued as long as there is an outstanding obligation.

6. To continue participating in this program, the student will be expected to maintain at least a 70%/2.0 GPA, be on target with scheduled curriculum completion, and be within the attendance policy.
7. If you need to withdraw, please contact the College Connection Coordinator first to discuss possible financial ramifications of an early withdrawal. Some or all of any tuition and fees paid by the VA to the school may be returned to the VA. You will be held responsible for any account balance remaining on your EOC account. You will not be able to enroll in future programs or classes at EOC Tech until the obligation is taken care of. No certificates or transcripts will be issued as long as there is an outstanding obligation. VA beneficiaries could incur additional debt obligations to the VA for funds issued directly to the student.
8. ***Chapter 30 and Chapter 1606 Montgomery GI Bill® Beneficiaries Only:*** You will be required to log in at https://www.gibill.va.gov/wave/index.do, and verify your enrollment at the end of each month in order to receive your payment.
9. ***Chapter 33 Post 9-11 GI Bill® Beneficiaries Only***: You will be required to verify your enrollment at the end of each month in order to receive your payment. You may choose from the following 2 options:

    a. Text Messaging – You may choose VA's "Opt-In" feature and you will receive a text message each month prompting you to verify your enrollment status at the end of each month in order to receive your payment.

    b. Telephone – If you do NOT choose to Opt-In for text, you may call the Education Call Center (ECC) at 888-442-4551 to verify your enrollment status at the end of each month in order to receive your payment.
10. Before you enroll or make any payments, you should have received a "VA Shopping Sheet" for the Firefighter/EMT Academy program. If you have not received it, please contact Kristy Johnson, VA School Certifying Official, at (405) 390-5314, or at kjohnson@eoctech.edu.
11. The following is an example of the VA Student Payment Plan Contract for the Firefighter-EMT Academy with $4,741.00 in School Charges:

    a) $1,185.25 (25%) due by July 8, 2026;

    b) $1,185.25 (25%) due by August 15, 2026;

    c) $1,185.25 (25%) due by September 15, 2026;

    d) $1,185.25 (25%) due by October 15, 2026

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 website at https://www.benefits.va.gov/gibill.

Veterans Readiness and Employment (VR&E)

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

Oklahoma National Guard Tuition Waiver

EOCTech will approve a tuition waiver for members of the Oklahoma National Guard who are enrolled either full-time or half-time in a Full-Time Career Major (except for EMT Academy and Firefighter/EMT Academy), as long as there is space available.

Oklahoma Veterans (SB 530)

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

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

Upon verification that the veteran is eligible for the Oklahoma Veterans SB 530, EOCTech will allow the veteran to defer payment of the tuition, but the veteran will be required to pay for any books/supplies at the time of enrollment in the class. The ODCTE will pay EOCTech the amount of tuition once the veteran has successfully completed the class, and the payment will be applied towards the outstanding tuition charge on the veteran's account. If veteran student withdraws before successfully completing the class, the outstanding tuition charge will be the responsibility of the veteran.

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

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

"Please be advised that a conviction (for any offense, during a period of enrollment for which, you, the student, was receiving Title IV, HEA, program funds) under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA, grant, loan, or work-study assistance."
The only Title IV, HEA federal program that EOCTC participates in is the Federal Pell Grant program.

Financial Aid Penalties for Drug Law Violations:
"Please be advised that a conviction (for any offense, during a period of enrollment for which, you, the student, was receiving Title IV, HEA, program funds) under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA, grant, loan, or work-study assistance." The only Title IV, HEA federal program that EOCTech participates in is the Federal Pell Grant program.

ATTENDANCE POLICY FOR FULL-TIME CAREER MAJORS

Developing good attendance habits in school will follow the student into the work environment. It is the intention of Eastern Oklahoma County Technology Center to be sensitive to student needs. EOCTC realizes that students have legitimate reasons to be absent during the school year. However, in a technical program, it is imperative that students have hands-on experience in class. This can only be accomplished if the student is attending classes on a consistent basis. Instructors will complete the Student Information Update Form whenever they become aware of a change in the student's enrollment status and/or when they become aware that the student has stopped attending and has been absent more than 10 consecutive days for secondary
students or 6 consecutive days for adult students.

SECONDARY STUDENT ATTENDANCE POLICY
Absences
Maximum absences allowed per semester enrollment are 8 absences. Secondary students who exceed 8 absences per semester may receive an administrative failure "F" for the semester. Pre-approved high school activities do not count against the attendance requirement. Leaving school without permission may be counted as an absence. The 9th absence may result in administrative failure, "F", for the semester grading period. Attendance is prorated for students entering during the semester or who are on a non-traditional schedule. Any secondary student who misses ten (10) consecutive school days without notification will be withdrawn.
Tardiness
Three tardies count as one (1) absence. Leaving school before class is dismissed or coming in late from break counts as a tardy. Tardies will not be excused unless there is inclement weather or school administration detains the student. Maximum tardies allowed per semester is 12 tardies. (12 tardies equal 4 absences.) Tardies may be made up through the discretion of the
instructors.
Appeals Procedure
The student may make a written appeal to determine if special circumstances warrant adjustment to policy. The appeal form is available in the offices of the Director of Educational Services or the Director of Instructional Services. The appeal will be reviewed by a committee comprised of (but not limited to) the Director of Educational Services, Director of Instructional Services, a Student Services Advisor, and the instructor(s).

ADULT STUDENT ATTENDANCE POLICY

Absences

Maximum absences allowed per semester are 8 absences. Adult students who exceed 8 absences in any semester may receive an administrative failure "F" for the semester. Students that are receiving Title IV funds, Pell grants, must not exceed 10% of the payment period. For full-time students absences for AM and PM classes are recorded based on the specific time of day but are not counted as separate absences. They are considered part of the student's overall daily attendance. Leaving campus without permission may be counted as an absence. Pre-approved jury duty, subpoenas for court appearance and military duty are "Exempt" absences and do not count against the attendance requirement (Requires documentation).

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

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

Leave of Absence

A Leave of Absence (LOA) may be granted to a student from 5 calendar days not to exceed 60 calendar days (approx. 2 months). The LOA must be approved by a Student Services Advisor or the Director of Educational Services in advance. The form is available in the Student Services office. Under extenuating circumstances, the student or relative should contact the school within two (2) class days of leaving school.

Multiple LOAs may be permitted by the Director of Educational Services or Director of Instructional Services on a case-by-case basis. Multiple LOAs may not exceed a cumulative 120 calendar days in any 12-month period.

A student may apply for a LOA under the following conditions: (1) Extended illness or injury of self or child; (2) Extended Hospitalizations; (3) Maternity leave; (4) Active Military and/or Reservists (see below); and (5) Other reasons which must be approved by the Director of Educational Services prior to LOA.

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

Active Military and/or Reservists (Fire Academy Career Major):

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

Active Military and/or Reservists (EMT Career Major):

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

Consequences for Exceeding Attendance Policy

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

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

Tardiness

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

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

Attendance Appeal Procedure

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

If the appeal is approved, the student is granted an Attendance Probation Contract. This Contract allows the student to continue attending while on probation and to remove the Administrative "F" for the 9-week period, contingent upon adherence to the terms of the Attendance Probation Contract. Only one appeal may be filed for the duration of the students enrollment. If the appeal is denied, the student may be suspended for the remainder of the school year, or one semester, whichever is greater.

10% Limit for Financial Aid Students

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

GRADE POLICY FOR ALL CAREER MAJORS

Effective July 1, 2022, the following grading system will be used at Eastern Oklahoma County Technology Center in awarding grades to students. Each career major will adapt this system to meet their occupational training:

A 100 - 90 GPA 4.0
B 89 – 80 GPA 3.0
C 79 – 70 GPA 2.0
D 69 - 60 GPA 1.0
F 59 - 0 GPA 0.0
I Incomplete may be given if the instructor feels the student needs additional time for any reason to complete requirements. Students will be given three weeks to remove the "I" except under extenuating circumstances as determined by the instructor.
NC No Credit
WP Withdrawn Passing
WF Withdrawn Failing

IP In Progress may be given for partially completed courses at time of transcription AF Administrative Failure may be given when a student exceeds the attendance policy AS Advanced Standing

Instructors will record a course grade as the student completes each course within the career major. Once the student completes all of the coursework within one career major, the instructor will complete the Student

Information Update form and recommend the student contact a Student Services Advisor to discuss enrolling in a second career major, if desired. Otherwise, the student will need to begin the withdrawal process if he/she is ready to withdraw from EOCTech.

ACADEMIC PERFORMANCE STANDARDS

All students are expected to make progress toward satisfactorily completing the course of study in order to be eligible to continue. Satisfactory progress is considered to be at least a 70%/C grade average and proceeding satisfactorily in accordance with the percentage of clock hours and attempted work completed.

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

CHANGING CAREER MAJORS AND UPDATES TO ENROLLMENT RECORDS

Students should contact a Student Services Advisor to discuss the requested changes. The Student Services Advisor will verify available space in the desired career major, and consult with the instructor regarding placement. If there is space available and the instructor gives approval, an Information Update Form will be completed to document the change and when it will take effect.
Changing career majors and/or enrollment status (e.g. FT to HT) affects Pell Grant recipients and veteran students. These changes will require a new calculation and could affect the amount of Pell or VA a student is eligible for. Any courses duplicated in the new career major will result in the student receiving advanced standing for them. Neither Pell nor VA will pay for coursework that's already been successfully completed. The total hours of the remaining courses in the new career major will be used to prorate new Pell disbursements for the new career major and a new Award Letter will be given to the student outlining these changes. A weighted GPA on the coursework completed in the original career major will be used to determine academic progress status. Veteran students will be notified by email or mail.

WITHDRAWAL POLICY

Secondary students need to notify their home school advisor before withdrawal. No credit will be given for a class that is dropped prior to the end of the grading period. Students who need to withdraw from EOCTech should also contact their instructor and a Student Services advisor before beginning the withdrawal process.
Adult students who received the Federal Pell Grant or VA benefits should contact the College Connection Coordinator before withdrawing from EOCTech to discuss the ramifications of an early withdrawal from the program.

CANCELLATION OF ENROLLMENT

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

OFFICIAL WITHDRAWAL

An Official Withdrawal is defined as the action taken by a student who submits a completed Official Withdrawal Form to Student Services on or after Day 4 of Instruction of the school year. The date the completed form is submitted will be the date used in the calculation of any possible refund according to the "REFUND POLICY" (see below). The date of an official notice of withdrawal does not occur on weekends or holidays.
To officially withdraw, the student should inform the instructor and a Student Services advisor. An Official Withdrawal form will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the instructor to record effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations.
Students who received the Federal Pell Grant or other financial assistance, should contact the College Connection Coordinator before withdrawing from EOCTech. Federal Pell Grant recipients who withdraw will be subject to the "Return of Title IV Funds (R2T4) or "Post-Withdrawal Disbursement" regulations. Please refer to the FINANCIAL AID section of the current Student Handbook for an example of how these are calculated.
The date of an official notice of withdrawal does not include weekends or holidays.

UNOFFICIAL WITHDRAWAL

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

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

APPEAL FOR OFFICIAL WITHDRAWAL DATE

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

EOCTECH TUITION REFUND POLICY

REFUND POLICY for FULL-TIME CAREER MAJORS (5-35)

(All career majors except for EMT and FAC)

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

- Students, who officially withdraw, or are dismissed*, on or before Day 4 of Instruction, will receive a refund of all payments and all tuition charges will be voided.
- Students, who officially withdraw, or are dismissed*, on Day 5 through Day 14 of Instruction, will owe 25% of tuition charged; any amount paid for tuition above 25% will be refunded to the student.
- Students, who officially withdraw, or are dismissed*, on Day 15 through Day 24 of Instruction, will owe 50% of tuition charged; any amount paid for tuition above 50% will be refunded to the student.
- Students, who officially withdraw, or are dismissed*, on Day 25 through Day 34 of Instruction, will owe 75% of tuition charged; any amount paid for tuition above 75% will be refunded to the student. • Students, who officially withdraw, or are dismissed, on or after Day 35 of Instruction, will owe 100% of tuition charged and no refund of tuition will be processed.

*NOTE: Administrator approval is required for a refund due to dismissal.

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

OUTSTANDING OBLIGATIONS

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

Students will not be allowed to enroll at EOCTech until outstanding obligations have been paid.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

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

ENROLLMENT CONFIRMATION, TRANSCRIPTS AND CERTIFICATES

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

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

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

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

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

- **Career Major Completer** – Every course is completed with course grade within the career major
- **Course Concentrator** – 240 hours or more completed with course grade within the career major
- **Course Completer** – Less than 240 hours with at least 1 completed course grade within the career major

GRADUATION AND RETENTION RATES

Federal regulations require that EOCTech disclose graduation and retention rates data based on a cohort group of first-time, full-time, post-secondary attendees who complete their program of study within 150% of the career major length. The 4-Year Average Student Right-to-Know Graduation/Completion Rate for the 2021 Cohort is 84%. The Overall Graduation Rate that was reported on College Navigator through the Winter 2023 Integrated Postsecondary Education Data System (IPEDS) report for the Fall 2021 Full Year Cohort is 86%. The Retention Rate for full-time students included in the Fall 2021 cohort is 83%. The Retention Rate for part-time students included in the Fall 2020 cohort is 67%. The College Connection Coordinator is responsible for calculating these statistics and disseminating them to current and prospective students.

CONSTITUTION/CITIZENSHIP DAY

In 2004, Sen. Robert Byrd, (D-WV) inserted language into the Consolidated Appropriations act of 2005, requiring educational institutions receiving federal funds, as well as federal agencies, to implement an annual education program related to the United States Constitution beginning on September 17, 2005. September 17this the date which commemorates the 1787 signing of the Constitution. However, during the years when September 17th occurs on a Saturday, Sunday, or holiday, the program must be held during either the preceding or following week. (Federal Register/Vol. 70, No. 99/Tuesday, May 24, 2005).

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

STUDENT DIVERSITY

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

COPYRIGHT INFRINGEMENT (2-40)

EOCTech does not condone, and will not allow, violations of the United States copyright laws. All employees are responsible for ensuring that their conduct does not violate copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. Unless an exception applies, engaging in the reproduction, distribution, performance, or display of a copyrighted work constitutes unlawful copyright infringement. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole. 38
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

Broadcast Programs

A "broadcast program" is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that EOCTech record a broadcast program for the teacher's one-time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

EOCTech will not record multiple copies of the same broadcast program for an individual teacher, and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

Exceptions

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

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines of up to $250,000 per offense. For more information, please the website of the U.S. Copyright Office at www.copyright.gov.

VOTER REGISTRATION

Students are eligible to register to vote in elections once they reach the age of 18. To register to vote, students must fill out a voter registration application form. Voter registration applications are available online at the link listed below, and is also available at your County Election Board, post offices, tag agencies, libraries and many other public locations. Students will also be offered a voter registration application when they get their driver's license and when they apply for assistance at some government agencies.

Per HEOA (Sec. 493(a)(1), EOCTech provides the following link to the Oklahoma Voter Registration information and form: https://www.ok.gov/elections/Voter_Info/Register_to_Vote/index.html.

STUDENT RECORDS/FERPA (5-55)

Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The EOCTech Board of Education authorizes the Superintendent or his/her designee to inform parents, students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

A. **Student** - Any individual who attends or has attended a program of instruction sponsored by the Board of Education of EOCTech and for whom it maintains education records.

B. **Eligible studen**t - A student who has reached age 18 or is attending a postsecondary school.

C. **Parent** - A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. EOCTech will assume that either parent has a right of access to records regardless of custody orders unless EOCTech has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to EOCTech to prevent parent access to student records.

D. **Education records** - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by EOCTech or a party acting for EOCTech, except:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records of a law enforcement unit of EOCTech, but only if education records maintained by EOCTech are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.
3. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a District employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)
4. Records on an eligible student that are:
   a. made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
   b. made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
   c. disclosed only to individuals providing the treatment
5. Alumni records that relate to the student after he or she no longer attends classes provided by EOCTech that are not directly related to the individual as a student.
6. Grades on peer-graded papers before they are collected and recorded by a teacher.

E. **Personally Identifiable Information (PII)** - The term includes, but is not limited to, any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who EOCTech reasonably believes knows the identity of the student to whom the education records relates.

Personally Identifiable Information (PII) includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.

F. **Dates of Attendance** - The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

G. **Directory Information** - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Annual Notice

EOCTech will notify parents and eligible students annually of their rights under FERPA by means of a District newsletter, newspaper notice, school handbook or individual notice.

The notice will inform parents and eligible students that they have the right to:

A. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

B. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.

C. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. EOCTech will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

D. File a complaint with the U.S. Department of Education concerning EOCTech's alleged failure to comply with FERPA.

EOCTech will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The Right to Inspect and Review the Student's Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

EOCTech will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed EOCTech.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's school Director(s) a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the Director should offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, the Director will make every effort to accommodate their wishes. The Director (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

EOCTech is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

Copies of Records (5-55)

EOCTech will provide the parent with a copy of the student's education records under the following circumstances:

A. If mutually agreed by both the parent or eligible student and EOCTech.

B. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record locations sites or health, prevents a parent or eligible student from personally inspecting and

reviewing a student's education record.

C. At the request of the parent or eligible student when EOCTech has provided the records to third parties by the prior consent of the parent or eligible student.

D. At the request of the parent or eligible student when EOCTech has forwarded the records to another school where the student seeks or intends to enroll.

EOCTech will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, EOCTech reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. EOCTech's fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). EOCTech will not charge for the costs of search and retrieval.

All student records are kept in the Student Services offices.

Directory Information

EOCTech designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

A. Student's name;
B. Student's address
C. Student's telephone listing
D. Student's age
E. Student's dates of attendance;
F. Student's grade level (i.e., junior year, senior year, etc.);
G. Student's participation in officially recognized activities;
H. Student's degrees, honors and awards received; and
I. Student's electronic mail address.

EOCTech will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit EOCTech to designate as directory information about that student . The student's records will be marked to indicate the items EOCTech will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Use and Disclosure of Student Education Records (5-55)

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must Specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made.

EOCTech will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

A. The disclosure is to other school officials, including teachers, within EOCTech whom EOCTech has determined to have legitimate educational interests.

A school official is a person employed by EOCTech as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the EOCTech Board of Education; a person or company with whom EOCTech has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. EOCTech will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. EOCTech will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom EOCTech has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which EOCTech would otherwise use employees; is under EOCTech's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

B. The disclosure is to officials of another school, school system or institution of post secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).

C. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

D. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

E. The disclosure is to organizations conducting studies for or on behalf of EOCTech to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

F. The disclosure is to accrediting institutions to carry out their accrediting functions.

G. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

H. The disclosure is to comply with a judicial order or lawfully issued subpoena. EOCTech will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision unless:

1. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
2. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
3. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation orprosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
4. EOCTech initiates legal action against a parent or student, EOCTech may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for EOCTech to proceed with the legal action as plaintiff; or
5. the parent or eligible student initiates legal action against EOCTech, EOCTech may disclose to the court, without a court order or subpoena, the student's education records that are relevant for EOCTech to defend itself.

I. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other 43
individuals. In making this determination EOCTech may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If EOCTech determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

J. The Disclosure contains only "directory information" as defined in this policy, and the parent or eligible student has not refused to allow EOCTech to designate that item as directory information for the student.

K. The Disclosure is made directly to the parent or eligible student.

L. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

EOCTech will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom EOCTech discloses personally identifiable information from education records.

Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

Record of Requests for Access and Disclosures Made from Education Records

EOCTech will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. EOCTech will maintain this record with the student's education records as long as the records are maintained.

For each request or disclosure, the record will include the name of the party who requested or received personally identifiable information from the education records; AND the party's legitimate interests in requesting or obtaining the information.

EOCTech will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

A. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and

B. The parties to whom EOCTech disclosed the information.

As permitted by FERPA, EOCTech may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. EOCTech will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, EOCTech may disclose personally identifiable information with the understanding the party receiving the information may make further disclosure of the information on EOCTech's behalf if:

A. The disclosures meet the requirement of the Use and Disclosure of Student Education Records section of this polity;

B. EOCTech makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on EOCTech's behalf and the legitimate interests each additional party has in requesting or obtaining the information; and

C. EOCTech maintains a record of the names of State and local educational authorities and Federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without consent and maintains this record with the student's education records as long as the records are maintained.

Procedures to Seek to Correct Education Records

Parents and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. EOCTech will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking EOCTech to correct a record.

To establish an orderly process to review and correct an education record for a requester, EOCTech may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes EOCTech to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will; study the request, discuss it

with other school officials (such as the person who made the record or those who may have a professional concern about EOCTech's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent.

Third level decision - The Superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the school attorney or the EOCTech Board of Education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the Superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

A. EOCTech's decision that the record is correct and the basis for the decision;
B. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that EOCTech will grant such a hearing;
C. Instructions for the requester to contact the Superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (EOCTech will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
D. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent or designee will, within a week, notify the requester when and where EOCTech will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the Superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent or designee will prepare EOCTech's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, EOCTech's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of EOCTech's decision, the Superintendent or designee will take one of the following actions:

A. If the decision is that EOCTech will change the record, the Superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

B. If the decision is that EOCTech will not change the record, the Superintendent or designee will prepare a written notice to the requester, which will include:

1. EOCTech's decision that the record is correct and will not be changed;
2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for EOCTech's decision; and
3. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with EOCTech's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When EOCTech receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Complaints

If a parent of a student, an eligible student or a citizen of EOCTech believes that EOCTech is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the Director of Educational Services office of each school building and in the Superintendent's office.

Student Records Grievance Procedure (5-65)

Parents have the right to inspect and review their student's education records, the right to have limited control over the access of others to their student's records and the right to seek to correct the student's records.
Parents may inspect their student's records by filling a written request for access, and arrangements will be made as promptly as possible to accommodate that inspection.

In the event a parent deems that the content of a student's education record is inaccurate, misleading, or in violation of the privacy or other rights of the child, the parent may seek to correct the record. If the error is an obvious typographical error, the Director of Instructional Services, who is responsible for student records, may make the correction immediately, noting the change by inserting a dated written memo in the student's record. If the requested correction is not made or does not satisfy the parent, the parent may appeal to the Superintendent by filing a written request for correction, setting forth the information to be corrected, the correction and the reason the information is incorrect. The Superintendent shall consider the request and within two weeks shall comply with or deny the request. If the request for correction is denied, the parents may request a hearing before the EOCTech Board of Education which shall hear the matter no later than at its next regularly scheduled meeting.
In any event, the record shall either be corrected or a written notice to the parents shall be prepared setting out the decision that the record is correct, summarizing the evidence and setting forth the reasons for the decision, and notifying the parents that they may insert in the records their own written explanation.
Under no circumstances may a student's grade be changed without the knowledge of the program instructor. When a grade is changed, a written memorandum shall be placed in the student's record indicating that the instructor was involved in the decision and the reasons for the change.

Safeguarding Customer Information

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

Social Media/Social Networks (2-105)
Social network sites are defined as web/internet-based services that allow individuals to construct a public or semi-public profile or page within a bounded system, articulate to a list of other users with whom they share a connection and/or view and traverse information to or with others within the system. The nature and nomenclature of these connections vary from site to site and platform of the media utilized. Due to the changing nature of new technologies and social media outlets, this policy is subject to change.

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

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

Personnel who engage in the use of social media/networks for professional use must be cognizant that these platforms, by their nature, are not private and anything posted can remain for extended periods, and in most instances, be accessed indefinitely. Comments can be forwarded even if deleted.
School personnel participating on social network platforms, including blogs, for personal use should be aware that his/her participation should be conducted in a manner that does not adversely or negatively impact the District. As result the following is prohibited or recommended:

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

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

~~Dress Code~~

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

~~With this objective in mind, it is a requirement that all students enrolled in the FTA career majors must be neatly groomed at all times. They must be appropriately dressed in relation to the trade for which they are preparing as defined by the instructor in each department and approved by the Administration of the school. Also, when deemed necessary by the instructor that clothing worn is inappropriate, necessary personal safety precautions will be taken. Blankets are not allowed to be brought on campus and/or used during class time.~~

DRESS CODE

EOC Tech is a career and technical education environment that prepares students for professional careers in their chosen industry. Students are expected to dress in a manner that reflects the standards of a professional workplace, demonstrating respect for themselves, their peers, and the learning environment. The following guidelines apply to all students during school hours and at any school-sponsored activity.

General Expectations

Students must dress in clean, neat, and appropriately fitted clothing that reflects professional workplace attire consistent with industry standards. Clothing should be suitable for a career and technical education setting at all times.

Not Permitted

The following items are *not permitted* on campus:

1. Loungewear or sleepwear of any kind, including pajama pants, robes, blankets, or similar clothing not intended for professional or public wear
2. House shoes or slippers. Appropriate footwear must be worn at all times.
3. Cut-off shirts or clothing with raw, unfinished edges
4. Clothing that exposes undergarments. Pants, shorts, and skirts must be worn at the waist. Undergarments must not be visible at any time.
5. Clothing displaying alcohol, tobacco, or vaping references of any kind, including brand logos associated with these products
6. Clothing displaying profanity, violent imagery, or language that is offensive, threatening, or inappropriate for a school or professional setting

Program-Specific Requirements

Some programs require specific attire, uniforms, or personal protective equipment (PPE) for safety and industry standards. Students in those programs will receive additional dress code guidelines from their instructor. Program-specific attire requirements take precedence and are considered part of the professional workplace standard for that career field.

Enforcement

Students who are not in compliance with the dress code will be asked to change before returning to class. If a student is unable to remedy the dress code violation on campus, the student may be sent home and a parent or guardian will be contacted. Repeated violations may result in disciplinary action in accordance with the student conduct policy.

Smoking/Smokeless Tobacco Policy (2-55)

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

Medical Marijuana Policy (2-60)

Introduction – Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of Eastern Oklahoma County Technology Center ("EOCTech") or in

any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of EOCTech and in school vehicles; going to and from and attending district sponsored functions and events, including those district sponsored functions and/or events which occur in a location other than the premises of EOCTech; utilizing district equipment or transportation; and in any other instance in connection with the district where EOCTech 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, EOCTech will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by EOCTech.

Definitions – The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination – There will be no discrimination in EOCTech because of an individual's status as a medical marijuana license holder.

Overlap with EOCTech Policies – EOCTech recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of EOCTech's current policies regarding employees, students, parents and individuals on district premises or attending school events. EOCTech will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine EOCTech policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Phones and Wireless Communication Devices Policy (5-115)

It is the policy of Eastern Oklahoma County Technology Center ("EOCTech") Board of Education that students may possess a cellular telephone while on school premises and while in transit under the authority of the school only with the written permission of their parents and the consent of EOCTech administration. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time, passing periods and other school activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch. Students may have pagers and cellular telephones while attending a function sponsored or authorized by the school if the sponsor gives his/her permission.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

Students shall only engage in approved and authorized contact with EOCTech employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone's features such as text to picture messaging, internet uploading and downloading,

camera, audio/visual recording features. Acts such as "upskirting" or "downblousing" are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs 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.

School personnel shall have the authority to detain and search or authorize the search of any student when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored or authorized by the school upon reasonable suspicion that the student is improperly using a wireless communication device. School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is improperly using a wireless communication device shall have the authority to remove the wireless communication device from the student's possession.

Students improperly using a wireless telecommunications device in violation of this policy shall suffer the following disciplinary consequences:

First Offense - Confiscation of device with parent/guardian required to obtain the device from the Director of Educational Services or Director of Instruction.

Second Offense - Confiscation of device with parent/guardian required to obtain the device from the Director; out-of-school suspension from school for three days.

Third Offense - Confiscation of device with parent/guardian required to obtain the device from the principal; out-of-school suspension from school for ten (10) school days; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by EOCTech for the balance of the school year.

Fourth Offense - Confiscation of the device with parent/guardian required to obtain the device from the Director; suspension from school for the remainder of the current semester and all of the next semester; forfeiture of the privilege to have a wireless telecommunications device when the student is on school premises or while in transit to or from school in a school vehicle or while attending any function sponsored by EOCTech for the balance of the student's enrollment in EOCTech schools.

Visitors and Children

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

Policy On Service Animals (2-130)

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

Definitions:

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

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

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

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

A. The employee or student will submit a notification of the intent to use a service animal to Superintendent, Assistant Superintendent, or Director(s). The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).
B. Notifications for the use of service animals on EOCTech property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
C. As part of EOCTech's consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
D. The district's review of use of a service animal may include consideration of a student's IEP or Section 504 records. EOCTech may also request a meeting with the employee or student.
E. The use of a service animal on EOCTech property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. EOCTech's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by EOCTech administration.
F. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
G. Service animals will be allowed in EOCTech vehicles when:
1. The inclusion of the service animal is documented as required on EOCTech transportation forms; and 2. The service animal is under the control of the handler at all times,
including entering and exiting the vehicle.
H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. EOCTech is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
I. Pursuant to federal law, EOCTech retains discretion to exclude or remove a service animal from district property and transportation if:
1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
U. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

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

Visitors:
Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all area of EOCTech facilities and programs that are open to the public (except in situations determined to apply under item I. In the Procedures/Requirements section, above).
Appeals and Grievances:
Any person dissatisfied with a decision concerning a service animal can file a grievance, using EOCTech's grievance procedures.
Requirements for Service Animals:

- Vaccination: Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear rabies vaccination tag. Licensing: All service dogs must be licensed as may be required by state and/or local law. Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog

is permanently and uniquely identified with a microchip implant or tattoo.

- Leash: Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.
- Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1 ©]
- Under Control: The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.
- Cleanup Rule: The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto. Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

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

Parking
All students who plan to drive and park on campus, are required to register for a Parking Permit. Students need to go to Student Services to complete a parking permit application. There is no charge for the first parking permit. Subsequent parking permits are subject to a replacement fee.
Students may park in the parking lots on the East and South sides of the main school building in student parking areas. The parking lot on the Northwest side of the main building by Adult Day Services and Child Development Center is reserved for EOCTech staff only.

Transportation
Bus transportation will be available from each of the four district high schools. Adult students who ride these buses are expected to conform to the standards and regulations established for the general welfare and safety of the whole group.
Vehicles must be parked in the designated student parking areas. Students must observe posted speed limits at all times. All vehicles should be locked immediately upon arrival. It is the responsibility of each individual to care for and safeguard personal belongings and at no time shall the school be responsible for items lost or stolen. Students will not be allowed to go to the parking lot during class or break time without special permission and/or being accompanied by an instructor. Students cannot remain in cars in the parking lot. Students may wait in the Break Area until classes begin.

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

Possession or Usage of Dangerous Weapons (5-95)
In order to provide a safe environment for the students and staff of the Eastern Oklahoma County Technology Center, the EOCTech Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of EOCTech. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of EOCTech.

For the foregoing reasons and except as specifically provided in the following paragraph, possession by any student of a dangerous weapon, as that term is defined in this policy or a replica or facsimile of a dangerous weapon, while on school property, as a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the appropriate director in consultation with the Superintendent, is required.

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon:

1. on his person;
2. in his locker;
3. in his vehicle;
4. held by another person for his benefit; or
5. at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, But Is Not Limited To, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, chocking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue or any chemical, material or substance used, given, applied to or administered to another person without that person's consent.

THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the appropriate director or his/her designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the director or his/her designee of the situation.

If the director or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the director or his/her designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, of appropriate.
2. If not already confiscated by an employee of EOCTech and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.
4. If the student is under age eighteen (18), notify the student's parent or guardian.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another technology center because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a student into EOCTech.
A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of secondary students with disabilities must be observed in accordance with applicable law and EOCTech Board of Education policies.

Gun-Free Schools Student Suspension Policy (5-110)
It is the policy of the Eastern Oklahoma county Technology Center that any student who is determined to have brought a weapon to a school under the jurisdiction of EOCTech shall be suspended out of school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by case basis by the chief administrative officer of EOCTech.

For the purposes of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the Superintendent or the EOCTech Board of Education of EOCTech.
3. The term "determined to have brought a weapon to a school under the jurisdiction of EOCTech" means any student being in possession or control of a weapon on property owned, leased or rented by EOCTech, including but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any EOCTech sponsored function regardless of whether such function is conducted on EOCTech property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of secondary students with disabilities.

It is the policy of EOCTech to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in EOCTech's policy on Adult Student Behavior and Policy on Secondary Student Behavior and Discipline.

This policy applies only to students who are determined to have brought a weapon to a site under the jurisdiction of EOCTech, as defined above; current EOCTech policy on student suspensions for non-weapon violations are unaffected by this policy.

Carrying of Handguns (5-100)
No person in possession of a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act shall be authorized to carry the handgun on Eastern Oklahoma County Technology Center property except for the following:

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

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

- Submit a written request to the Superintendent stating any reason for desiring to open carry a handgun along with a copy of the individual's license.
- Superintendent will reply within five (5) days with written approval or disapproval of the request. Any approval may be subject to restrictions including remaining in vehicle according to State law regarding storage or limited to concealed carry.

- Superintendent may at any time revoke an individual's permission to open carry or concealed carry on District property.

Any violation of this policy will result in notification of the OSBI within ten (10) days of the violation. The individual is then subject to procedures through the OSBI.

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

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

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

Please refer to the Drug and Alcohol Abuse Prevention and Education section of this Handbook for more information.

STUDENT SEARCH AND SEIZURE POLICY (5-85)

The Superintendent or their designee is authorized to detain and search any student and any property in the student's possession while on EOCTech premises, at EOCTech Activities, or in transit under authority of EOCTech, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or EOCTech. The search shall be conducted according to the following guidelines:

Reasonableness:

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

B. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
1. the student's age, history, and record in school;
2. the prevalence and seriousness of the suspected violation;
3. the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
4. the need to make a search without delay and further investigation;
5. the specificity and source of the information used as justification for the search; and 6. the particular teacher or school official's experience with the student.

Scope:

A. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

B. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

Discovered items:

A. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

B. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to submit to search:

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

Reports:

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

No student has any reasonable expectation of privacy toward technology center administrators, instructors or security personnel in the contents of a locker, desk, or other school property, any of which may be opened and examined at any time and with no reason.

Vehicle Search:

Students who drive a vehicle on EOCTech property do so as a privilege afforded them by EOCTech and not as a right. Accordingly, any student who drives a vehicle of any kind to EOCTech and parks such vehicle on EOCTech property is deemed to authorize a search of such vehicle by the Superintendent or his/her designee at any time and for any reason deemed appropriate by the Superintendent or his/her designee. Any student who refuses to peaceably submit theirvehicle to a search when requested to do so may be suspended out of school for such refusal and shall have their parking privileges revoked.

SECONDARY STUDENT BEHAVIOR CODE (5-75)

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

The school is a community with rules and regulations. Those who enjoy the right and privileges it provides must also accept the responsibilities that inclusion demands, including respect for the obedience to school rules. As a student at EOCTech, you are expected to be aware of and accept your responsibilities for the following 4 R's:

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

SECONDARY STUDENT BEHAVIOR CODE

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

1. Adjudication as a delinquent for an offense that is not a violent offense. For purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault:
2. Arson;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, and telephonic, computerized or electronic message;

4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
5. Cheating;
6. Conduct that threatens or jeopardizes the safety of others;
7. Cutting class or sleeping, eating or refusing to work in class;
8. Disruptive behavior and/or disruption of the educational process or operation of the school;
9. Extortion;
10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
11. Failure to comply with state immunization requirements;
12. False reports or false calls;
13. Fighting;
14. Forgery;
15. Gambling;
16. Harassment, intimidation, and bullying;
17. Hazing (initiations) in connection with any school activity;
18. Immorality;
19. Inappropriate attire;
20. Inappropriate behavior or gestures;
21. Inappropriate public behavior;
22. Indecent exposure;
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
24. Obscene language;
25. Physical or verbal abuse;
26. Plagiarism;
27. Possession or use of a caustic substance not related to course work;
28. Possession or distribution of obscene materials;
29. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances, including high energy drinks;
31. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act;
32. Possession of illegal and/or drug related paraphernalia;
33. Profanity;
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
35. Skateboarding is prohibited on campus;
36. Theft;
37. Threatening behavior (whether involving written, verbal or physical actions);
38. Truancy;
39. Use or possession of tobacco, or simulated tobacco, in any form;
40. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
41. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
42. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
43. Vandalism;
44. Violation of the Board of Education or school policies, rules or regulations;
45. Vulgarity;
46. Willful damage to school property;
47. Willful disobedience of a directive of any school official.

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

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

School Bullying (5-125 & 5-75)
The Oklahoma Legislature established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. This includes, but is not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

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

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

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

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

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

ADULT STUDENT CONDUCT

Immediate Suspension Without a Pre-Suspension Conference

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

Short-term Suspension

1. Suspension for a period of ten (10) or fewer school days.
2. A pre-suspension conference will be held in which the Administrator will discuss the evidence with the student.
3. The Administrator will make reasonable effort to contact the student's parents or guardian by telephone and inform them of the rule violated, the evidence and the reason for the suspension.
4. If the parent(s) or guardian cannot be contacted by telephone, they shall be notified in writing.
5. Suspensions should have a definite commencement and ending date.
6. A student who has been given a short-term suspension and that student's parents have a right to appeal a suspension decision to a committee composed of administrators and/or instructors.

Long-term Suspension

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

Student Privileges While Under Suspension or Under Other Disciplinary or Correctional Measures Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the Administrator of a suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when an Administrator decides to impose alternative in-school disciplinary or other correctional measures on a student, then the student will not be permitted to participate in extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the Administrator, such participation is appropriate given the nature of the offense committed by the student.

ADULT STUDENT BEHAVIOR CODE AND SUSPENSIONS (5-80)

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

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

As a student at EOCTech, you are expected to be aware of and accept your responsibilities for the following 4 R's:

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

ADULT STUDENT BEHAVIOR CODE

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

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, and telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Commission of a violent offense;
6. Conduct that threatens or jeopardizes the safety of others;
7. Disruptive behavior and/or disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
10. False reports, false calls, or giving false information;
11. Fighting;
12. Forgery;
13. Gambling;
14. Harassment, intimidation, and bullying;
15. Hazing (initiations) in connection with any school activity;
16. Immorality;
17. Inappropriate attire;
18. Inappropriate behavior or gestures;
19. Inappropriate public behavior;
20. Indecent exposure;
21. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
22. Obscene language;
23. Physical or verbal abuse;
24. Plagiarism;
25. Possession or use of a caustic substance not related to course work;
26. Possession or distribution of obscene materials;
27. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
28. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances;
29. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act;
30. Possession of illegal and/or drug related paraphernalia;
31. Profanity;
32. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
33. Skateboarding is prohibited on campus;
34. Sleeping, eating or refusing to work in class;

35. Theft;
36. Threatening behavior (whether involving written, verbal or physical actions);
37. Truancy;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
40. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
41. Vandalism;
42. Violation of the Board of Education or school policies, rules or regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official.

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

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

School Bullying (5-125 & 5-75)
The Oklahoma Legislature established the School Bully Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. This includes, but is not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

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

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

Dismissal of Students Because of Failure to Meet or Comply with Essential Course Requirements (5-80)
EOCTech's course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours, a part of and, necessary to completion of many health care courses. When a student cannot complete essential course requirements, the student may be dismissed from a program for a variety of reasons, including, but not limited to, conduct, behavior, or other inability to meet mandatory parts of the career program. Students dismissed for reasons falling within this part of the policy will have the same rights with regard to dismissal as adult students who violate the district's disciplinary code.
"SUSPENSION" refers to removal OUT-OF-SCHOOL for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be a suspension and do not require or involve the due process procedures of this policy.

Short-term Suspension
Suspension for a period of ten (10) or fewer school days. Suspensions should have a definite commencement and ending date.
Long-term Suspension
Suspension for more than ten (10) school days. Suspensions should have a definite commencement and ending date.

Immediate Removal of a Student

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

Evidentiary Hearing

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

Decision

Once the evidentiary hearing has been held, the Administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report. The imposition of discipline will 60
commence following announcement of the decision or issuance of the written report, whichever occurs first. Should the punishment be one of short or long-term removal or dismissal, the Administrator will notify the Superintendent of the action.

Appeal

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

Modification of Corrective Action

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

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

Readmission

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

GRIEVANCE PROCEDURES FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION OR HARASSMENT (2-10)

A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.

B. Grievant: Any person enrolled in or employed by EOCTech who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

C. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Titles VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons. The EOCTech Board of Education designates the Title IX/504 Coordinator.

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

E. Day: Day means a working day when EOCTech's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Filing Procedures

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

Filing and Processing Discrimination Complaints

A. The Grievant submits a written complaint to the Coordinator as applicable, stating name, nature and date of the alleged violation; the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the President of the Board or his/her designee for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the offices of EOCTech's Compliance Officers and Title IX, ADA, Title VII and 504 Coordinator.

B. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the complainant, any witnesses, review of any supporting documents and interviewing the Respondent, The Coordinator will ask the Respondent to:

1. Confirm or deny facts;
2. Indicate acceptance or rejection of the Grievant's requested action;
3. Outline alternatives; or
4. Other Action as may be indicated by the specifics of the complaint.

C. The Respondent will submit a written answer within 10 days to the applicable Coordinator.

D. Within 5 days after receiving Respondent's answer, the applicable Coordinator will schedule a hearing.

E. A hearing is conducted with the Grievant, Respondent and applicable Coordinator in attendance. In circumstances involving allegations of sexual harassment, the applicable Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harassed in the hearing.

F. Within 5 days after the hearing, the applicable Coordinator will issue a written decision to the Grievant, and Respondent.

G. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within 5 days and request, in writing an appeal with the Superintendent. This step is applicable only to situations

in which a Coordinator other than the Superintendent is conducting the initial hearing.
H. The Superintendent will schedule a hearing with the Grievant and Respondent within 10 days of receiving the appeal.
I. A hearing is conducted with all parties present.
J. Within 5 days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
K. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the Superintendent, in writing, within 5 days and request a hearing before the EOCTech Board of Education.
L. The Superintendent will notify the EOCTech Board of Education, in writing, within 5 days after receiving the appeal and will schedule the hearing within 30 days from the date of notification to the EOCTech Board of Education.
M. The Board will conduct the hearing with the Grievant, Respondent, Superintendent and applicable Coordinator present. The Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

General Provisions

A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
B. Access to Regulations: Upon request, EOCTech shall provide copies of any EOCTech regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, veteran status or disability.
C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of EOCTech. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint. In the event an individual believes he or she has been retaliated against as a result of the exercise of rights protected by the Acts identified in the Definitions ©) section of this policy - the individual may utilize this grievance procedure to pursue their claim of retaliation.
F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Superintendent.

Definitions:

"Complainant" means:
(l) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
(2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.
(3) The district's Title IX Coordinator.

"Complaint" means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

"Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

"Party" means a complainant or respondent.

"Relevant" means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex

discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

"Remedies" means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

"Respondent" means a person who is alleged to have violated the recipient's prohibition on sex discrimination. Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

SEX DISCRIMINATION OR SEXUAL HARASSMENT OF STUDENTS (Cont.)

"Sex-based harassment" is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. "Quid pro quo harassment." An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. "Hostile environment harassment". Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i. e, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
    (ii) The type, frequency, and duration of the conduct;
    (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    (iv) The location of the conduct and the context in which the conduct occurred; and
    (v) Other sex-based harassment in the recipient's education program or activity; or
3. "Specific offenses."
    (i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    (ii) Dating violence meaning violence committed by a person:
        (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
        (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            (l) The length of the relationship;
            (2) The type of relationship; and
            (3) The frequency of interaction between the persons involved in the relationship;
    (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
        (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
        (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
        (C) Shares a child in common with the victim; or
        (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
    (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
        (A) Fear for the person's safety or the safety of others; or
        (B) Suffer substantial emotional distress.

"Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. (l) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
2. (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

Complaints

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

- A student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or a person other than a student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the school district's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- The district's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. 106.44(f)(l)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- · Any student or employee of the school district; or
- · Any person other than a student or employee who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another arty, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

The school district will treat complainants and respondents equitably.

The school district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The school district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The school district has established the following timeframes for the major stages of the grievance procedures: Initially, the Title IX coordinator will either begin an investigation, dismiss the complaint, provide supportive measures and take prompt and effective measures to stop any discrimination, or offer an informal process within five (5) business days of receipt of the allegations. The investigation (i.e. interviews, including those regarding credibility and evidence gathering) will be done in a timely manner not to exceed ten (10) business days. A determination shall be made by the Title IX coordinator no later than five (5) days after the parties have received a description of the evidence or the right to inspect the evidence. If during the course of the investigation a school holiday or additional allegations are found, this may increase the timeline by the length of the holiday or by a reasonable amount of time related to the additional allegations that have been brought to the Title IX coordinator's attention.

The school district and employees will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or

otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The school district will objectively evaluate all evidence that is relevant and not otherwise impermissible including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by the school district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:
Upon initiation of the Title IX grievance procedures, the Title IX coordinator will notify the parties of the following:
The school district's Title IX grievance procedures and any informal resolution process;
Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
Retaliation is prohibited; and
The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the school district provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

Dismissal of a Complaint:
The school district may dismiss a complaint of sex discrimination if:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's] education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
- If the dismissal is appealed, the school district will:
- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.
- When a complaint is dismissed, the school district will, at a minimum:
- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Eastern Oklahoma County Technology Center education program or activity.

Investigation:
The school district will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the school district, not on the parties, to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.
The school district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.
The school district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
The school district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:
· The school district will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence: the school district will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

- The school district will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The school district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:
The school district will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district will:
Use the standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence
that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a complainant and other people the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district 's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations
The school district offers the following process for appeals from a determination whether sex discrimination occurred:
The Grievant or Respondent may notify the applicable Coordinator within 5 days and request, in writing, an appeal with the Superintendent. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
Informal Resolution
In lieu of resolving a complaint through the school district's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process, the school district does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures:
The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to education program or activity or provide support during the Title IX grievance procedures or during the informal resolution process.
Disciplinary Sanctions and Remedies:
Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include the authorized punishment options listed in district policy FO.

Recordkeeping
The school district will keep records related to reports of alleged sex discrimination or sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations
Addressing Sex Discrimination and Sexual Harassment.

POLICY PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (5-125)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 Okla. Stat. § 24-100.2. The Oklahoma Legislature requires Technology Centers to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires Technology Centers to actively pursue programs for education regarding bullying behaviors.

EOCTech's student conduct code prohibits harassment, intimidation and bullying. This policy further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The EOCTech Board of Education recognizes that intimidation, harassment and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The Board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school operations, the safety of students and faculty, and the educational system at large;
2. Substantially disrupts school operations by interfering with EOCTech's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school's efforts to prepare students for productive lives in the community as they become adults;
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports EOCTech's primary and substantial interest in operating schools that foster and promote academic achievement;
4. Substantially interferes with school compliance with federal law that seeks to maximize the main streaming of students with disabilities and hinders compliance with Individualized Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
5. Substantially interferes with EOCTech's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts;
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of EOCTech, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or by-stander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

Statutory definition of harassment, intimidation, and bullying:

70 Okla. Stat. § 24-100.3(C) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The "Reasonable Person" Standard:

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

General Display of Bullying Acts:

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including but not limited to, what would reasonable be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the
student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include 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.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false
statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual

comment about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment - also prohibited by EOCTech.

PROCEDURES APPLICABLE TO THE UNDERSTANDING OF AND PREVENTION OF HARASSMENT, INTIMIDATION AND BULLYING OF STUDENTS (5-125)

Student and Staff Education and Training:

All staff will be provided with a copy of this policy. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. EOCTech is committed to providing appropriate and relevant training to staff regarding identification of behavior constitution harassment intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, EOCTech's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Student Reporting:

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting:

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment intimidation or bullying, are to report all relevant information to the appropriate director or his/her designee.

Parental Responsibilities:

Parents/guardians of secondary students will be informed in writing of EOCTech's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment or bullying may involve certain actions to be taken by parents. Parents 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:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and 5. Cooperate fully with school personnel in identifying and resolving incidents.

ANTI-BULLYING POLICY (5-130)

Eastern Oklahoma County Technology Center ("EOCTech") believes all students have a right to a safe and healthy school environment. The District will not tolerate behavior that infringes on the safety of any student. A student shall not harass, intimidate, or bully another student through words or actions. Such behavior includes: direct physical contact; verbal assaults including teasing or name calling; social isolation or manipulation. The use of technology for

such purpose is considered a violation of this policy.

Any student found to be in violation of this policy is subject to disciplinary action up to and including expulsion. Students and/or parents are to immediately report any incidents of bullying to the Director of Educational Services. This policy is applicable to campus grounds, district vehicles, and all district sponsored activities.

POLICY ON SEXUAL HARASSMENT (2-125)

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in Eastern Oklahoma County Technology Center. This policy will set forth the rules and regulations to be followed by all students, employees and EOCTech Board of Education members of EOCTech with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of EOCTech, whether that person is acting on a temporary or permanent basis with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of EOCTech.
3. In the case of an employee of EOCTech, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of EOCTech, "sexual harassment" is defined as unwelcome sexual advances requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits on the basis of sex, a student's ability to participate in or to receive benefits services or opportunities in EOCTech's programs.
5. All students, employees and EOCTech Board of Education members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of EOCTech. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under EOCTech's Policy on Adult Student Behavior or Policy on Secondary Student Behavior and Discipline.
7. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the Superintendent, , Director(s), or any EOCTech Board of Education member of EOCTech. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United State Equal Opportunity Commission or the Oklahoma Human Rights commission.
9. The Superintendent, Director(s), and any EOCTech Board of Education member of EOCTech, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
    a) obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
    b) take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
    c) keep the individual who is allegedly being sexually harassed reasonably appraised, to the extent allowed under federal and state privacy laws and regulations, of the investigation

and the actions taken as a result of the investigation;
d) conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment which would include, but not be limited to, interviewing the individual allegedly harassed, any
witnesses, review of any supporting documents and interviewing the alleged harasser;
e) based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment
and prevent a reoccurrence, including but not limited to, as to employees, suspension,
demotion, forfeiture of pay or benefits, termination or reassignment.

10. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation.
11. It is EOCTech's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. EOCTech will discipline or take appropriate action against any student, employee, agent or representative of EOCTech who is determined to have engaged in such retaliatory behavior.

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

Students are informed of the existence of a counselor on campus to assist them in crisis counseling. They are given this information in Student Orientation and informed of the information on the website under counseling which also gives them toll-free counseling helplines.
Students are informed of procedures for campus disciplinary actions in cases of an alleged sex offense. The EOCTech Student Handbook lists the policy for sexual harassment and sexual assault and battery.

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

TITLE IX INFORMATION (2-00)

What is Title IX? - No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. -Title IX of the Education Amendments of 1972
Eastern Oklahoma County Technology Center's (EOCTech) Title IX personnel collaborate with the EOCTech community to stop, prevent, and remedy discrimination through education, accountability, and empowerment. We offer resources to all students and staff affected by these issues and are committed to providing a fair, thorough, and prompt investigation and adjudication process.

EOCTech's Title IX policies and documentation may be viewed in their entirety on the EOCTEC website at http://www.eoctech.edu/title-ix/. Should you have questions or need assistance with any Title IX related issue, please contact EOCTech's Title IX personnel at: add titlexi@eoctech.edu or 504@eoctech.edu

Shawn Meek, M.Ed.
Title IX Coordinator
~~Executive Director~~ Assistant Superintendent
Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
Email: smeek@eoctech.edu
Phone: (405) 390-9591 x247

Emily Gideon, M.Ed.
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Director of Educational Services
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Phone: (405) 390-9591 x304

POLICY PROHIBITING HAZING (5-120)

"Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol. Drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by EOCTech or which is permitted to hold meetings or other events on EOCTech property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the prohibition in paragraph 2 shall not be permitted to participate in any extra-curricular activity sponsored by EOCTech for the remainder of the school year, shall be subject to disciplinary measures which may include suspension and shall be referred to local law enforcement authorities for prosecution.

Student Organizations which violate the prohibition in paragraph 2 shall forfeit all rights, privileges, and recognition from EOCTech for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all EOCTech-sponsored Student Organizations.

HEALTH AND CLASSROOM SAFETY (5-120)

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

Classroom/Shop Safety

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

Accidents

In the event a student is injured while in class, the following procedure should be taken:

1. Notify the Director(s).
2. In case of minor injuries, first aid will be given at the school.
3. If medical treatment is necessary beyond the school's capabilities, the Director will make reasonable efforts to immediately notify the student's parents or guardians that additional assistance has been requested and that permission be granted by the parent or guardian to transport the injured student by emergency vehicle to a hospital.
4. The instructor will fill out an accident report form and return it to the Director(s).
5. Regardless of the injury sustained by a student, the Director will notify the parents or guardians of the student about the extent of that injury.

Conduct While Traveling to and from EOCTech

While traveling in school transportation or in individual vehicle (if permitted) each individual is expected to behave according to the rules and regulations of both the school and the state. Passengers who do not abide by these rules and regulations may be denied the opportunity to ride.

In the event that the administration of the school allows its students to drive individual vehicles, all regulations must be followed pertaining to the safety and welfare of all concerned. All enrolled secondary students will complete and have on file the student transportation form which may be obtained from the administrative office. No private vehicle is to be moved from the parking area during school hours unless permission has been granted by the Administrative office. Damages and losses to personal vehicles will be at the risk of the owner. Failure to abide by any rules set forth will result in the loss of driving privileges.

CONTAGIOUS OR COMMUNICABLE DISEASE OR CONDITION (5-135)

Any student with a contagious or communicable disease or condition shall be prohibited from having contact with others at the Eastern Oklahoma County Technology Center when such contact should result in communicating the disease or condition. The prohibition shall continue until such time as the student is not a risk to others.

If the Superintendent has cause to believe a student has a contagious or communicable disease or condition, the Superintendent shall require the individual to be examined by a physician chosen by the school district to determine if the individual does have the contagious or communicable disease or condition. The Superintendent shall require the individual to have the results of the examination forwarded immediately to the Superintendent by the examining physician.

If the individual refuses to have an examination or to have the results of the examination forwarded to the Superintendent, the Superintendent shall place the individual on suspension until the examination is accomplished and its results sent to the Superintendent by the licensed physician. Appeal of the decision to suspend the student shall be up to the Board of Education.

If the results of the examination show that the student has a contagious or communicable disease or condition and 76 that contact with other students or employees creates an unreasonable risk of communicating the condition, the Superintendent shall suspend the individual with home study provisions until the student satisfactorily demonstrates that he/she is no longer a risk to others. The District shall bear the cost of the initial examination. The student will bear the cost of demonstrating that he/she is no longer a risk to others.

The district shall bear the cost of the initial examination. The student will bear the cost of demonstrating that he/she is no longer at risk to others.

EOCTech will implement this policy in compliance with the requirements of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

EMERGENCY AND EVACUATION INFORMATION (5-150)

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

Emergency Response and Evacuation Procedures

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

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

Timely Warnings and Activity Information

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

These warnings include, but are not limited to, notification to Lock Down, Shelter-In-Place, take Severe Weather precautions, or Evacuate a Building (situation other than fire). EOCTech may also use the warning system when an outside threat is detected, not directly affecting a campus, but which could spread onto the campus in the near future. These warnings may be given in a variety of different formats including audible announcements through the handheld radios issued to all faculty and staff, email messages, text messages, and voice messages to cellular and / or home telephones. In most cases, multiple methods will be utilized to improve communication reliability. Fire alarms are sounded through a separate, specialized fire alarm system on a building or zone basis.

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

Emergency Operations Plan (EOP)

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

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

Training and Exercises

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

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

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

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

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

Notification Procedures

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

Fire Procedures -

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

These programs will meet at the **SOUTHWEST FIELD:**

- Automotive Program
- Welding Programs
- HVAC Program
- Auto Collision Program
- Electrical Program
- EXPLORE Program
- Canopy

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

- A104
- Sycamore Room
- Iguana Hall
- Food Service
- Bathrooms
- Maintenance
- Any UNATTACHED visitors

These programs will meet in the **PARKING LOT B**

- All Health Career Programs

- All Business Programs
- Digital Media Program
- Hospitality & Food Services Program
- Graphic Design Program
- Manufacturing Design Program
- STEM Program
- Information Technology Program
- BIS Classroom
- IT Department
- Marketing Department
- Student Services

Tornado Procedures
In the event of Severe Weather, the alarm will be 3 short alarms:
All students and staff are to proceed to the lower classrooms and Career Resource Center tornado shelter in the south addition. For an updated copy of the tornado map, please call Student Services at 405-390-5343.

Campus Evacuation Procedures
In the event of a Campus Evacuation:
A message will be sent out over the radio of a pending emergency situation with a need to evacuate the campus. With the exception of Early Care and Adult Day Care, ALL STUDENTS and STAFF should immediately proceed to the front gates. A fire alarm will be pulled to help assist in evacuating everyone out of the building.
Stay with your class or work group. Line up along the East side of the fence between Gate 1 and Gate 2. Notify administration in the event that someone is missing from your group.
No vehicles are to leave campus with the exception of those transporting the Adult Day Care participants, Chidlcare Center participants, and the school buses. Buses will begin transporting everyone off site.
Class/building rolls will be called during and at the evacuation site.

CAMPUS SECURITY POLICY (5-120)
Eastern Oklahoma County Technology Center (EOCTech) understands its responsibility to provide a safe and secure learning environment and workplace. EOCTech is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a crime-free campus is part of this commitment.

History and Purpose
In April 1986, Jeanne Clery was a 19-year old and was a freshman attending a 4-year university. She was raped and murdered in her dorm room. Her assailant, who is spending life behind bars without parole, was also a student at the school whom Jeanne did not know prior to the attack. Her parents were alarmed by the lack of information, provided to students and families, about the rapid increase of violent and non-violent incidents on campuses. They realized that while crimes were being reported to campus authorities, administrators often failed to provide adequate warnings about those incidents. There were no uniform laws mandating them to do so at that time.
In 1990, Congress approved the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (aka Clery Act) and the Student-Right-To-Know Act. Later renamed in Jeanne Clery's memory, the Clery Act took effect in 1991. It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminate campus crime statistics.
The new Violence Against Women Reauthorization Act of 2013 (aka VAWA) requires institutions to compile additional statistics for incidents of domestic violence, dating violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report (ASR). Finally, this report outlines drug and alcohol policies, and sex offense and offender policies.

EOCTech Campus
Institutions must disclose statistics for Clery Act crimes that occur: (1) on campus; (2) in or on a non-campus building or property; and (3) public property. EOCTech's "Clery Geography" includes the "on campus" and "public property" areas. The "on campus" property includes a fence around the southern, western and northern boundaries. The street

(Choctaw Road), the eastern boundary is considered as public property. The "on campus" definition includes the Main Campus Building, the Adult Day Services Building, the Business Development Center, the Public Services Building, and the fire training center on the hill.
training facilities located behind the Public Services Building. The building on Westminster owned by EOCTech does not currently meet any of the Clery geography definitions.

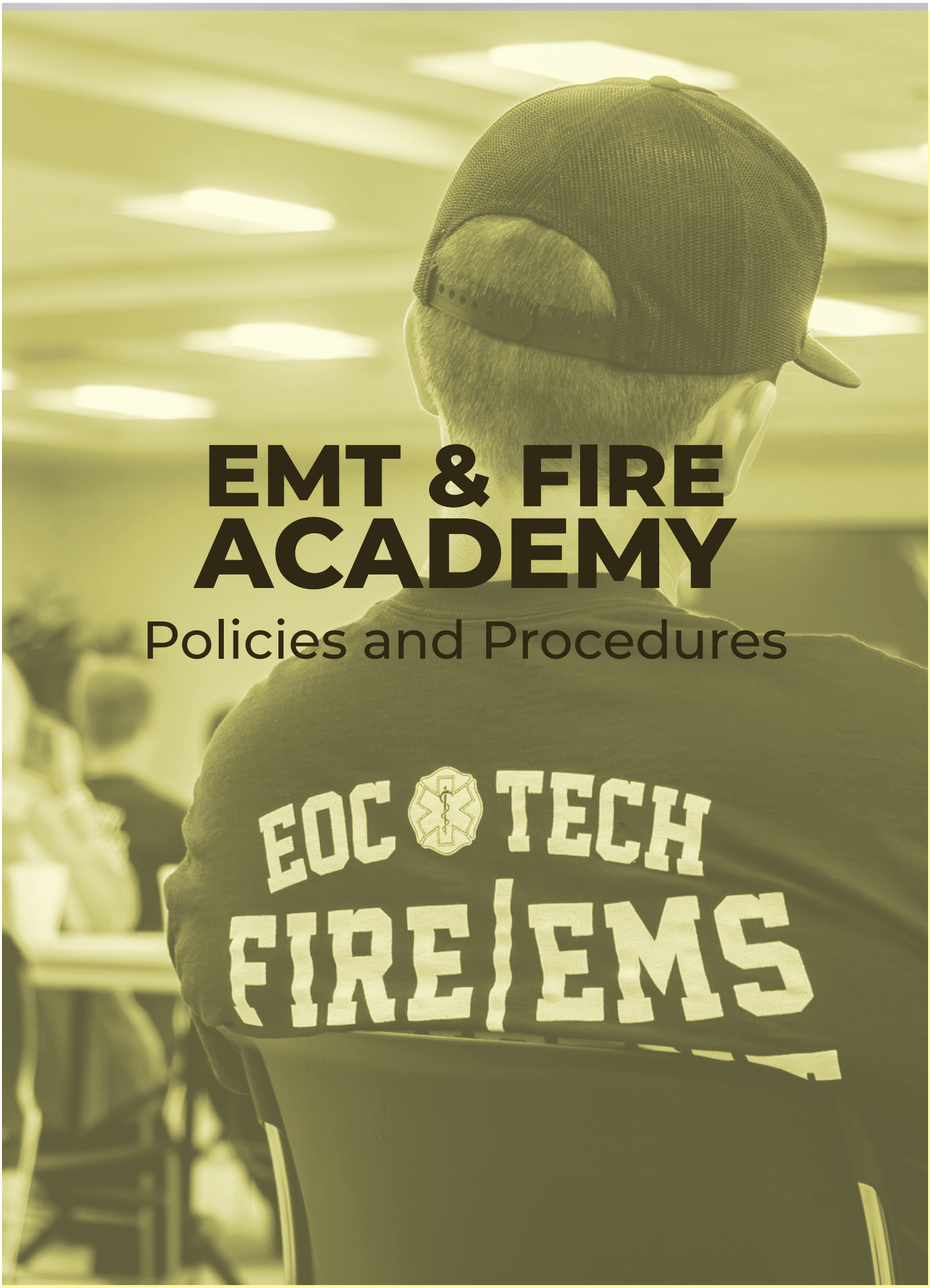
Campus Security Authorities (CSAs)
EOCTech utilizes specially-trained School Resource Officers from the Oklahoma County Sheriff's Department. These officers are sworn deputies with full arrest authority as provided by Oklahoma state statutes. The Resource Officer is on campus during daytime hours of operation.
The Resource Officer keeps the Daily Crime Log and the Director of Instructional Services reports the statistics for reported crimes in the "Clery geography" in the Annual Security Report (ASR) and in the annual Web-based data collection.
A CLEET-certified security officer will be on duty for night classes from 5:00 p.m. to 10:00 p.m. These security officials report to the Executive Director.
In addition to the Resource Officer and Security Officer, the following individuals have significant responsibility for student and campus activities and are considered as "Administration":

- School Resource Officer (daytime) 390-5330
- Security Officer (evenings) 390-9591
- Director of Educational Services 390-5304
- Director of Instructional Services 390-5309
- Director of Business & Industry Services 390-6606
- Business Manager 390-6603
- Superintendent 390-6604
- Reporting Emergencies

EOCTech encourages all persons on campus to promptly report any emergency condition as quickly as possible. If the situation requires outside resources such as EMS or Fire Department response, first call 9-1-1 to reach the local emergency operations center. Notifying 9-1-1 expedites emergency services reaching the campus.
Then, notify someone in Administration. Notifying Administration sets into motion internal procedures that help guide outside resources to the emergency in a timely manner.

Reporting Criminal and Alleged Criminal Activities
EOCTech encourages all persons on campus to promptly report all criminal activity or suspected criminal activity as quickly as possible.
Such reports should be made to the School Resource Officer, or to someone in Administration. Phone numbers to reach these officials are located in the Campus Security Authorities section above.
If a forcible or non-forcible sex offense or rape occurs, persons involved should report immediately to the Executitive Director located in the Main Building. The law enforcement officials will then be contacted. Upon completion of a full investigation, students will receive on-campus counseling with referral to community services on an as-needed basis.
Criminal incidents and alleged criminal incidents that are reported to the Resource Officer are recorded in a Daily Crime Log. The Daily Crime Log includes: the nature of the incident; case number date/time reported; date/time occurred; general location; and disposition/resolution. The Clery Act requires the confidentiality
To report a crime confidentially, students and employees may contact the Director of Instructional Services at (405) 390-5309, and email the Resource Officer at report@eoctech.edu.
Criminal activity that does not warrant a timely warning or outside resources should be reported to anyone in Administration. Administration will analyze and investigate the incident and then report to the appropriate local authorities, if warranted. The law enforcement agencies will then gather information and make an official report.

Access Control & Building Security
EOCTech uses a combination of physical security and electronic security to secure buildings, classrooms, labs and offices. Generally, these tasks are performed by a CLEET-certified Security Officer who will be on duty for night classes, is under the direction of the Superintendent or Executive Director. In addition, EOCTech employees are issued keys that provide them access to the areas that they are required to be in to perform their duties.
No building keys will be issued to students nor will employees loan building keys to a student or a non-employee. Employees are encouraged to check in with the building security personnel if they are going to be in the building after normal working hours. Students may be authorized to be in the building after normal hours if under the direct supervision of a faculty member or other employee.



EMT & FIRE ACADEMY

Policies and Procedures

GENERAL INFORMATION AND POLICIES

1. Clinical experience, skills participation, and subject matter proficiency are regarded as essential elements in the development of a Fire and EMS student. Students will be expected to maintain a 70% weighted grade averageand have completed and turned in all necessary paperwork. Failure to maintain a 70% weighted grade average on all required work will result in the student not being allowed to attend any scheduled clinical rotations or internships until the student's grade is at 70% or above. Each student will be assessed at scheduled benchmarks inregards to affect, attendance, and GPA.
2. Students must turn at least 18 years of age prior to the start of class, exceptions may be given on a case-by-casebasis at the Public Services Coordinator.
3. When the application packet is turned in and the Enrollment Paperwork is completed with the Student Services Administrative Assistant, students are expected to disclose to a Student Services Advisor any academic difficulties, special arrangements, or accommodations needed to facilitate the student's learning and testing success and provide any and all required documentation (i.e. IEP, physician's diagnosis, etc.).
4. All grievances regarding the Fire/EMS programs, instructors, staff, or clinical affiliates shall be submitted in writing to the Public Services Coordinator within 5 business days of the alleged incident so that all parties can be addressed concerning the issue. This policy serves both students and faculty.
5. All Fire/EMS students will have at least one (1) "no-notice" drug screen conducted during the class. Any student absent for the drug screen will have 24 hours to submit and appear for testing. Any deviation from this policy must have approval by the Public Services Coordinator and the Director of Business and Industry Services (BIS Director). Any evidence of illegal or illicit drug use will result in disciplinary actions up to dismissal from the enrolled program. Please see the Substance Abuse Policy located in this document for further information. Smoking and the use of other tobacco products as well as simulated, or vapor, products are prohibited while representing EOCTech or on EOCTech property. Using, possessing, or being under the influence of illegal drugs on or off campus during any phase of any Fire/EMS program is grounds for immediate dismissal from the program and shall be reported to the proper authorities.
6. Any student who has been prescribed and is taking a medication that may impair their cognitive abilities under the care of a physician shall notify the Public Services Coordinator. Proper documentation of prescribed drugs must be presented to the Public Services Coordinator.
7. Students are required to notify the Public Services Coordinator if they receive a Felony conviction while attending an EMS program. The student will be immediately dismissed from the program whether the student notifies or the school finds out by other means.
8. Cell phones, pagers, and other unauthorized electronic equipment are to be left in student/cadet vehicles, unless authorized by the Instructor or Public Services Coordinator. Students will be allowed to use cell phones and pagers, outside of the building and at the appropriate times (i.e. during breaks, lunch, etc.). Students who possess or use their cell phone or any other unauthorized electronic equipment anytime during the training day, other than breaks, will be subject to the disciplinary process. This also applies to internship rotations.
9. The use of authorized electronic equipment (laptop computers and tablet devices) is a privilege. They may be used in the classroom, at the instructor's discretion, for the purpose of taking notes or material supplementation. Any use of the electronic equipment, other than the purposes allowed by the instructor, may result in the forfeiture of the privilege. The use of the equipment for cheating or other dishonest acts will be considered "falsification of a document" and "conduct unbecoming", and will be subject to disciplinary action, which may result in dismissal from the program.
10. Students are required to adhere to all program policies. These include academic and behavioral guidelines that are outlined in the syllabus and/or the program Policies and Procedures. He/she is also required to sign the FIRE/EMS Student Agreement in this document, which will be distributed on or before the first day of class and acknowledges that they have read, understand, and agree to abide by all program policies, and academic and behavioral guidelines.
11. Students are expected to prepare for all class meetings, including reading assignments, and to participate fully in all discussions, exercises, and practical sessions to the best of their ability.
12. Students shall refrain from public or private criticism of EMS or Fire programs including clinical and internship organizations or their personnel. Students are expected to bring any questions or concerns regarding their program or instructors to the Program Director. Side stepping this process will result in disciplinary actions.
13. Students are expected to conduct themselves in a reasonable, prudent, courteous, and professional manner at all times. They should avoid conduct that would reflect unfavorably on themselves and/or the EOCTC, EMS, or Fire Academy programs.

1. UNIFORMS

All personnel will maintain a high standard of dress and appearance. Uniforms will fit properly; trousers/pants should not fit tightly; and personnel must keep uniforms clean, serviceable, and pressed as is necessary. Students must project a professional image that leaves no doubt that they live by a common academy standard. Students will ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance. Only approved uniforms will be worn while representing EOCTC whether on campus or off-site training to include EMS or fire clinical rotations. There will be no alterations to this uniform policy without approval from the BIS Director..

1.1.1 Fire Academy Student

Students must wear EOCTC branded items for physical fitness, classroom, or clinical rotations which include the following; Blue polo, Blue t-shirt (short/long sleeve), Blue sweatshirt or hoodie, Blue job shirt, Navy Blue uniform work pants or BDU style pants, black belt with silver buckle, and black tactical style boots. Physical fitness clothing consists of; Blue workout shorts, Blue sweatpants, Blue short or long sleeve t-shirt, Blue hoodie style sweatshirt, and athletic shoes.

1.1.2 EMS Student

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

1.2 Personal Hygiene

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

In addition, students will keep their hair groomed to adhere to a professional appearance. If hair is longer than the collar it will be pulled into a ponytail or bun. In addition, hair color will not be dyed in colors that do not occur naturally, and style should not distract from classroom or clinical rotations. Hairbands or clips will be treated in a similar manner. This will be done to promote the professionalism required in this career field and asked for by clinical partners. Fingernail polish will be a muted tone to not be a distraction in the classroom or clinical setting. Piercings other than ear will not be allowed while in the classroom or clinical setting. If earrings are worn, they will be a post or small hoop in order to not be distracting and not be a safety hazard in the lab or clinical setting. FAC students will be clean shaven with sideburns that do not extend past the bottom of the earlobe. EMS students may be allowed mustaches or beards as long as they are maintained and do not interfere with clinical rotations.

2. CONDUCT

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

2.1 FAC Corrective Physical Training

EOCTC's FAC is set up to prepare students for the unique environment that Emergency Responders will encounter during daily job duties. To accomplish this the FAC has developed a style of corrective physical training to assist retraining of undesired actions to make the student more aware of the need to have attention to detail and become a more desirable job candidate. The Public Services Coordinator or designee will oversee to ensure actions are fair and consistent. Students will be informed of actions that may initiate CPT during orientation and when the action occurs. The CPT may be delivered per individual, small group, or whole class. This determination will be at the discretion of the EOCTC instructor or administrator. If a student at any time has an issue about the CPT they may present a grievance according to the grievance policy.(General Info 4)

2.2 Conduct Unbecoming of a Student

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

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

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

2.4 Social Media (2-105)
Students are NOT permitted, for any reason, to post any information about EOCTC, the coursework, or a clinical patient at any time to any social media network. Doing so may result in immediate dismissal from the Fire or EMS Programs.

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

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

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

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

3. ATTENDANCE

Attendance is mandatory and tardiness will not be tolerated. Students are required to maintain a minimum attendance to be eligible to take certification exams, complete the EMS program, and graduate.
A No Call No Show(NCNS) is identified as a student not being present or notifying prior to the start of the scheduled class or clinical shift. A NCNS will be grounds for a Letter of Reprimand or greater punishment according to the disciplinary process.

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

the student will be counted absent. If the student is tardy, they must clock in when they arrive or they will be charged with a half-day's absence instead of a tardy.
All students will be updated at the benchmark for the course on their attendance standings. Once the student reaches 2 Days of absence, they will receive a reprimand adhering to the disciplinary process. Once the student exceeds the maximum allowed number of absences the student will be sent to a Review Board who will decide if the student shall be dismissed from the program.
Students are to submit any paperwork dealing with their absence, if any is available (i.e. doctor's notes, department application process requirements, etc.)
Students may not miss more than three (3) days or 24 hours throughout the entire course; this includes clinical hours. An accumulation of time equaling more than 3 days absent may be grounds for dismissal from the program.

3.1 ABSENCES

3.1.1 Class Day Hours

When this document refers to a "class day", the "class day" represents 8 hours. Therefore, a half (1⁄2) day represents 4 hours. Missing an entire day of class will constitute one (1) absence. Missing a half day will constitute a half (0.5) absence.

3.1.2 Tardy

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

3.1.3 Notification Process

When making notification of being absent or the likelihood of being tardy, the preferred method of notification is to notify via GroupMe so the Public Services Administrative Assistant, Public Services Coordinator and Instructor for the day may be made aware. If no reply in 5 minutes call the Public Services and leave a message about the absence to the Public Services Administrative Assistant so they can inform the Lead Instructor for the day. A Timeclock Notification form must also be submitted when the student returns to class. If the student does not notify of an absence or tardy before the class start time this will be considered a NCNS and they will be given a Letter of Reprimand for their file, if it occurs a subsequent time they will be given a Review Board and face possible dismissal from the program.

4. INJURIES AND ILLNESS (5-150)

All injuries, no matter how small, sustained by an EOCTC, EMS or Fire Academy student, while on campus or during training off campus, must be immediately reported to Instructional Staff. A determination will be made as to the extent of the injury by the EOCTC Instructional Staff and relayed to the Public Services Coordinator. The decision regarding seeking further medical attention will be made by the student and documented by EOCTC Instructional staff. If the incident is determined to be an illness the student may be responsible for the cost of seeking further medical care. An Incident Report Form shall be completed whenever a student has an injury/illness no matter the severity. This form is to be submitted to the Public Services Coordinator upon completion, who will forward it to the Business and Finance Manager for processing.

If an injury occurs off campus and after class hours, the student must notify the Public Services Coordinator, the EMS Program Coordinator, and/or the EMS/Fire Program Assistant. Once notified the same process will apply as if on campus. Depending on the severity of injury/illness a decision will be made whether the student may continue the program. Not reporting an injury/illness will be considered insubordination and conduct unbecoming of a student, and may result in dismissal from the program.

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

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

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

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

5. ACADEMIC REQUIREMENTS

Students are expected to maintain an overall 70% weighted grade average. Failure to do so may result in dismissal from their enrolled program. Students' grades are evaluated at designated benchmarks. Students with an average grade below 70% will be placed on academic probation until the next benchmark. This will be documented as a documented oral counseling. Students on academic probation will be re-evaluated at the next benchmark and if their average remains below 70%, they may be dismissed from the entire program. This process will follow the established Disciplinary Procedures listed in this policy.

5.1 EMT Programs

5.1.1 CPR course Completion

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

5.1.2 EMT Exams

Examinations are designed to test the student's mastery of course objectives for blocks of related course content. Exams will be given at the times indicated on the course schedule or will be announced by the Lead Instructor at least one class session prior to being administered. Students will only be allowed to take up to three (3) "B" tests, which may be used to retest EMT content. The max score for a B exam will be 85%. The score recorded for a given exam will be obtained by the higher of either the "A" or "B" test. The scores of all recorded tests will be used to calculate the 70% weighted grade average. Any student who misses an exam due to absence is responsible for making test arrangements with the Lead Instructor or the Academic Records Manager by the end of the next business day.

A "B" test is a second attempt to show competency of the subject content. If a student wishes to take a "B" test, it must be taken within the same benchmark (appx. Every 3 weeks) in which the "A" test was originally taken. A "B" Test Request Form must be filled out by the student and given to the Fire/EMS Program Assistant. A "B" test may not be taken the same day as an "A" test from the same subject content.

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

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

5.1.5 Final Exam
The final exam will cover all program material. All students must have at least 70% overall average after the final exam. Otherwise, the student will fail the course and will not be permitted to take the National Registry Exam. Students must make a 70% or above on the EMT program final exam, and the exam will count for 25% of the final grade.

Successful completion of the course is contingent upon: (1) the student making a 70% or above on the final exam; (2) the student's final grade consisting of a 70% weighted grade average (derived from the average of exams, workbook, quizzes, and final exam); (3) completed clinical documentation verified and approved by the Clinical Coordinator by the designated due date; and (4) the student's successful performance of the practical skills competencies.

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

5.1.7 Class Participation
Students are expected to contribute to classroom discussions and participate fully in practical sessions. Affect will be evaluated at the benchmarks and may be a determining factor in the disciplinary process. All students will be given their affective score at the benchmarks set for the course. Students will also be expected to attend program-related field trips.

5.1.8 Fire & EMT Academy Students
Students enrolled in the FAC who do not successfully complete the EMT portion, may be allowed to continue to the Fire portion of the FAC at the discretion of the Public Services Coordinator with approval for the BIS Director. This decision is made on a case-by-case basis.

5.2 FIRE ACADEMY STUDENTS

5.2.1 Fire Fighting Exams
Examinations are designed to test the student's mastery of course objectives for blocks of related course content. Exams will be given at the times indicated on the course schedule or will be announced by the Lead Instructor at least one class session prior to being administered. Students will only be allowed to take three (3) "B" tests to be used on Fire Training content. The max score on B exams will be 85%. The scores of all tests taken will be used to calculate the GPA. The score recorded for a given exam will be obtained by the higher of either the "A" or "B" test. Any student who misses an exam due to absence is responsible for making test arrangements with the Academic Records Manager by the end of the next business day.

A "B" test is a second attempt to show competency of the subject content. If a student wishes to take a "B" test, it must be taken within the same quarter grade benchmark (appx. Every 3-6 weeks) in which the "A" test was originally taken. A "B" Test Request Form must be filled out by the student and given to the Academic Records Manager. A "B" test may not be taken the same day as an "A" test from the same subject content.

Successful completion of the course is contingent upon: (1) A passing grade for all fire training exams of 70%; (2) the student's final grade consisting of a 70% weighted grade average derived from the average of exams, workbook, quizzes, homework, final exam and (3) completion of subject skills.
The formula used to determine the 70% weighted grade average will be as follows:

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

For Firefighter 1 IFSAC Certification testing purposes ONLY, the grade will be determined by the following test scores: Basic Fire Behavior and Extinguishers; Firefighter 1 general study (textbook chapter tests); Firefighter Safety and Survival; Haz Mat Awareness; Haz Mat Ops; and NIMS. For Firefighter 2 IFSAC Certification testing purposes ONLY, the grade will be determined by the following test scores: Basic Auto X; Firefighter 2 general study (textbook chapter tests); and FLAG.
An "A" test that is missed will be given a grade of "0". A student who misses an "A" test may use a "B" test to receive a grade. Exceptions to this policy may be made on a case-by-case basis by the Public Services Coordinator.

5.2.2 IFSAC Certification Exam
IFSAC Certification Exams are provided through OSUFST and are considered an additional certification that is provided through the Fire Academy program. The ability for a student to take the IFSAC certification exam is a privilege that is obtained through the successful completion of the class studies and practical skills required within the Fire Academy program. These requirements include a 70% weighted grade average and a completion of all skills pertaining to the studies required for each certification:

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

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

5.2.3 Specialized Certification Training

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

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

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

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

6. DEMONSTRATION OF PROFICIENCY

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

6.2 Fire Academy Students
A student who demonstrates a lack of proficiency or an unwillingness to participate during clinical rotations/skills testing may be required to complete additional instruction or be prohibited from taking the certification test.
Throughout the Fire Academy program, students will have an opportunity to take IFSAC or other industry certification tests. Many fire departments require these certifications to be eligible to apply for the position of firefighter. At the very least, these certificates may increase a student's opportunity of employment if they are listed on a resume. These tests are offered at the completion of each module. For a student to be eligible to take the industry certification test, he/she must pass the end-of-course test with a grade of at least 70% weighted grade average.

7. CLINICAL ROTATIONS AND FIELD INTERNSHIPS
Students will be expected to attend all scheduled clinical rotation and field internship shifts. Any attempt by a student to schedule a clinical rotation or field internship shift without the permission of the Clinical Coordinator is a serious offense and may result in dismissal from the program. If a student is absent from a clinical rotation or field internship shift, he/she will be required to meet with the Public Services Coordinator or designee for a formal explanation. Whether the absence is deemed excused or unexcused, the student will be required to reschedule the missed hours. An unexcused absence is a serious offense, and will result in the discipline process.

If a student arrives late for a clinical rotation or field internship shift, leaves before the end of the assigned shift, or fails to meet their objectives, the student must notify the EMS Program Director. Any student dismissed from a clinical rotation shift or field internship for misconduct, inappropriate attire, or poor hygiene, which results in missed hours, must meet with the Public Services Coordinator, or designee for a formal explanation. This is a serious offense and may result in dismissal from the program.

7.1 EXPECTATIONS FOR CLINICAL AND INTERNSHIPS ROTATIONS

1. The student will park in the visitor parking areas of each facility or fire station.
2. The student is expected to be punctual, and should report to their assigned facility or fire station at least 15 minutes before the beginning of their rotation or internship. Shift change at the emergency service agency is a busy time, so the student should not expect an orientation to the facility or department until the shift change duties have been completed.
3. If you are asked to perform a skill for which you have not yet been trained, respectfully advise the clinical site authority or on duty officer that the skill is beyond your scope of training. PERFORMING DUTIES BEYOND YOUR LEVEL OF TRAINING CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.
4. Sleeping while on clinical rotations will be grounds for disciplinary actions up to dismissal from the program.
5. Eating or drinking is only allowed in designated areas.
6. The use of tobacco products in any form is prohibited.
7. Do not enter EMS or Fire Apparatus vehicles without the permission of one of the crew members.
8. Driving any EMS or Fire apparatus is absolutely prohibited!
9. Do not give out telephone numbers of the medical facility or Fire Station, and do not use these telephones for personal calls. If the student must make a phone call, get permission, and limit the amount of time on the phone.
10. When a student meets the EMS or Fire crew they will be working with, they should make it known that they are willing to learn and actively participate. The student should find out what may be expected of them on a call. Some crews want the student to do only what they are instructed to do, while others prefer the student to take more initiative.
11. The student should ask to look through the EMS or fire apparatus. The student may be asked to get things for the crew, so they should become familiar with where items are located BEFORE responding on a call.

12. The student shall not use their mobile phone while attending clinical rotations or fire internships unless they are granted permission by the host/staff. The student should limit the amount of time spent on the phone. The student should remember that they are at the site to look, listen, learn, and participate. The student should leave pagers, mobile phones, and other electronic equipment in their personal vehicle or turned off. This type of equipment often disrupts specialized equipment within the facilities and stations.
13. Observe the accepted rules of confidentiality while doing clinical and internship rotations. Discuss a patient's condition or treatment only with the personnel responsible for the patient's care. Any such discussions should be private, out of hearing of the patient and family members, and limited to medical aspects of the case. Classroom discussion of patient cases may be appropriate; however, the patient's name and any other identifiable information must not be disclosed. VIOLATION OF PATIENT CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE PROGRAM.
14. Students must follow the Uniform and Hygiene policy outlined in the EOCTC Policies and Procedures. Any violations of the clinical dress code will result in disciplinary actions.
15. Any shift to be scheduled or requests for rescheduling or cancellations must be submitted to the Clinical Coordinator for approval at least 72 hours in advance.
16. Late data entry in clinical tracking software will result in point deduction from your clinical grade.
17. All questions from the patient, family members, friends or others, regarding the patient's condition or treatment should be referred to the appropriate staff members.
18. DO NOT QUESTION THE CARE OF A PATIENT IN THE PRESENCE OF THE PATIENT, FAMILY MEMBER, OR FRIENDS. Methods of treatment may vary depending on the patient's condition or medical history, the setting, or the preference of the individual responsible for the patient's care. Accordingly, any questions must be asked with due respect.
19. The student SHOULD NOT SEEK FREE MEDICAL ADVICE for themselves, their family, or friends during clinical rotations.
20. Proper safety precautions must be taken at all times to avoid potential injury or infections. The student must use personal protective equipment (gloves, etc.) on all incidents.
21. If a student is injured during a clinical rotation, or has close contact with a patient who may be suffering from a communicable disease, follow the policy on injury and illness and notify the correct individuals so the situation can be processed properly.
22. If a problem of ANY kind arises during a clinical rotation or internship shift, the student should document, in writing, the event(s), any individuals involved, and any other pertinent information, then contact the Clinical Coordinator. The student SHOULD NOT ATTEMPT TO SOLVE THE PROBLEM OR RESOLVE DIFFERENCES ON THEIR OWN.
23. It is the student's responsibility to ensure that their paperwork is completed and signed as instructed. Failure to do so will result in the clinical hours not counting towards the student's overall required contact hours. The student will be required to reschedule those hours with the Clinical Coordinator. Points will be deducted from their final clinical grade.
24. Disciplinary action may be warranted for any student who demonstrates improper behavior in regard to clinical rotations to include, but not limited to:
    - Failing to meet an established deadline or course requirement without valid reason and without advance approval
    - Attending a scheduled clinical shift, orientation session, or field trip late and without advance approval
    - Failing to follow the established advance notification procedures when late or unable to attend a scheduled clinical shift, orientation or field trip
    - Attending a clinical shift in improper attire, or without required supplies, or EOCTech EMS student photo ID badge
    - Attending a clinical shift with an expired: (a) BLS/CPR card, (b) TB/PPD skin test or other "negative status" verification record, and/or (c) Background/Criminal History Record Check
    - Attending a clinical shift that is not approved in advance by the EMS Program Office
    - Rescheduling more than three (3) clinical shifts during a term.
    - Behavior in the clinical setting which is disruptive to the learning process of others, or which would jeopardize contractual relationships established by EOCTech

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

7.2 Expectations for Field Internship

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

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

8. DISCIPLINARY PROCEDURES

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

8.1 Documented Oral Counseling

A documented Oral Counseling may be used for a first-time simple offense or to notify the student about their grade point average or absences.

8.2 Written Counseling

Depending on the situation, Written Counseling may be the first step in the disciplinary process. Written Counseling will be used for identifying solutions from staff and students and may be given at the discretion of the Public Services Coordinator.

8.3 Letter of Reprimand

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

8.4 Review Board – Probation, Dismissal and Re-Admission

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

Members the Review Board:
EOCTech Instructor
Student Services Staff
Public Services Coordinator or designee
Independent EOCTech Staff Member
Independent EOCTech Staff Member

9. APPEAL

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

10. NONDISCRIMINATION POLICY (2-00)

Eastern Oklahoma County Technology Center District 23 does not discriminate on the basis of sex, race, religion, color, age, national origin, disability, handicap, marital, sexual orientation or veteran status, in the operation of or access to its educational programs and activities, recruitment, admissions, employment, and the provision of services. The Assistant Superintendent or his/her designee is the designated coordinator of Title IX, Section 504 of the Rehabilitation Act, Title VI and VII, and shall be the Coordinator of the provisions of the American with Disabilities Act (ADA). The Assistant Superintendent may be reached at EOCTech, Monday through Friday, 8:00am through 4:00 pm at 405-390-9591.

11. EOCTECH TITLE IX INFORMATION (2-05)

What is Title IX? - No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. -Title IX of the Education Amendments of 1972

Eastern Oklahoma County Technology Center's (EOCTC) Title IX personnel collaborate with the EOCTech community to stop, prevent, and remedy discrimination through education, accountability, and empowerment. We offer resources to all students and staff affected by these issues and are committed to providing a fair, thorough, and prompt investigation and adjudication process.

EOCTC's Title IX policies and documentation may be viewed in their entirety on the EOCTEC website at http://www.eoctech.edu/title-ix/. Should you have questions or need assistance with any Title IX related issue, please contact EOCTC's Title IX personnel at:

Shawn Meek, M.Ed.
Title IX Coordinator
Assistant Superintendent
Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
Email: smeek@eoctech.edu
Phone: (405) 390-9591 x247

Emily Gideon, M.Ed.
Deputy Title IX Officer
Director of Educational Services
Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
Email: egideon@eoctech.edu
Phone: (405) 390-9591 x304

12. STUDENT COMPLAINT AND GRIEVANCE POLICY (2-10)

Students who wish to file a complaint or grievance should refer to the GRIEVANCE PROCEDURES section of the Student Handbook. (Also see General Policy 4)

13. SUBSTANCE ABUSE POLICY (5-90)

The safety of the public and the patients served by the EMS and Fire Academy programs is of paramount concern to the EOCTC. Students who use drugs or alcohol pose serious safety risks to patients, as well as to other students, and the employees of EOCTC, clinical facilities, fire departments, and sites at which students engage in clinical rotations

and internships. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and the quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

13.1 Policy

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

All students who are enrolled in any program will be tested for drugs and alcohol, prior to their participation in either EMS clinical rotations and/or fire internships. Additionally, students may be tested for drugs and alcohol, at any time, on a random selection basis, while enrolled in any portion of the Fire Academy programs or any EMS programs. Finally, reasonable suspicion testing will be performed as needed, at the discretion of the Public Services Coordinator. All drug and alcohol testing will be conducted in compliance with applicable law. Upon receiving notification from the staff of EOCTC, students must present themselves for drug and alcohol testing. Any student who tests positive for drugs and/or alcohol may ask for review by scheduling a one-on- one appointment with the Public Services Coordinator. On a case-by-case basis, after conferring with the MRO of the drug testing company and the student, the Public Services Coordinator may allow the student to take another drug test at the student's expense.

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

13.2 Definitions

13.2.1 Alcohol

Ethyl alcohol or ethanol

13.2.2 Drug or Alcohol Test

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

13.2.3 Drug or Illegal Chemical Substance

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

13.2.4 Positive

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

13.2.5 Random Selection Basis

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

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

13.2.6 Reasonable Suspicion

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

based upon, among other things:
1. Observation, such as:
   a. The physical symptoms or manifestations of being under the influence of alcohol or a
   b. drug, or'
   c. The direct observation of alcohol or drug use
2. A report of alcohol or drug use, provided by reliable and credible sources and which has been independently corroborated; or
3. Evidence that a student has tampered with an alcohol or drug test; or
4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC premises or directly or indirectly participating in any EOCTech program.

EMT AND FAC WITHDRAWAL POLICY (5-35)

To officially withdraw, the student should inform the instructor and the Student Services Office. An Official Withdrawal form will be available for the student to complete in order to begin the withdrawal process. An Information Update Form will be completed by the Instructor or Coordinator for the student to record the effective date of withdrawal, reason for withdrawal and establish if there are any outstanding obligations. If a student just stops attending without notifying the school, the absences may be counted against the student which may result in suspension. Non-attendance does not constitute a drop or withdrawal. The student will not receive a refund.
If an adult student is dismissed from the career major, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed from the career major include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.
Federal Pell Grant recipients who withdraw will be affected by the Return of Title IV Funds (R2T4) regulations. The R2T4 regulations and an example of how it's calculated are located in the Financial Aid Information section of the Student Handbook.

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws on or before Day 1 of Instruction. For the Fire Academy (FAC), the Pre-Academy Orientation class occurs before the official start date of the Fire Academy program.

Students must submit a completed Official Withdrawal Form to a Student Services Advisor on or before Day 1 of instruction. Students who officially withdraw on or before Day 1 of Instruction will receive a full (100%) refund of tuition paid, excluding fees. Tuition charges will be voided from the student's account.

OFFICIAL WITHDRAWAL

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

UNOFFICIAL WITHDRAWAL

An Unofficial Withdrawal is defined when a student fails to attend or ceases to attend their program without "officially withdrawing" from EOCTC (see "OFFICIAL WITHDRAWAL" section above). Non-attendance does not constitute a drop or withdrawal. The student will not receive a refund.
Students who need to withdraw from EOCTC should contact their instructor. It is recommended that a student talk with a Student Services Advisor before beginning the withdrawal process too, including the College Connection Coordinator. Once a student has withdrawn from EOCTC, a Student Information Update form will be completed and given to Student Services. This form will include the last date of attendance and the official date of withdrawal. The refund will be calculated based on the latest date.
If an adult student is dismissed from the program, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed from the program include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating, or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOCTC account, and beneficiaries could be in debt to the VA for funds received by the student, such as book stipends, housing, etc. due to early withdrawal or dismissal. Beneficiaries could also be in debt to the school for any tuition and fees returned by the school to the VA due to early withdrawal or dismissal.

EMT AND FIRE ACADEMY REFUND POLICIES (5-35)

NOTE: Students should contact the College Connection Coordinator, to discuss their Return of Title IV funds calculation before withdrawing from EOCTC to discuss the ramifications of an early withdrawal or dismissal from the program.

EMS and Fire Academy Refund Policy

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

- Any fee assessed are nonrefundable as of day one of instruction. Prior to day one of instruction all fees are
- refundable with an official withdrawal.
- Students who officially withdraw on or prior to week one of instruction will be eligible for full refund of tuition.
- Students who officially withdraw prior to week two of instruction will be eligible for 75% refund of tuition.
- Students who officially withdraw prior to week three of instruction will be eligible for 50% refund of tuition.
- Students who officially withdraw prior to week four of instruction will be eligible for 25% refund of tuition.
- After week four no refund will be processed.

Weeks are established as Monday through Sunday.
The date of an official notice of withdrawal does not include weekends or holidays.
Any short term class outside of EMT, AEMT, and Paramedic will not be eligible for a refund unless the official withdrawal is prior to day one of instruction.
NOTE: Administrator approval is required for a refund due to dismissal.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOCTC account, and beneficiaries could be in debt to the VA for funds received by the student, such as book stipends, housing, etc. due to early withdrawal or dismissal. Beneficiaries could also be in debt to the school for any tuition and fees returned by the school to the VA due to early withdrawal or dismissal.

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

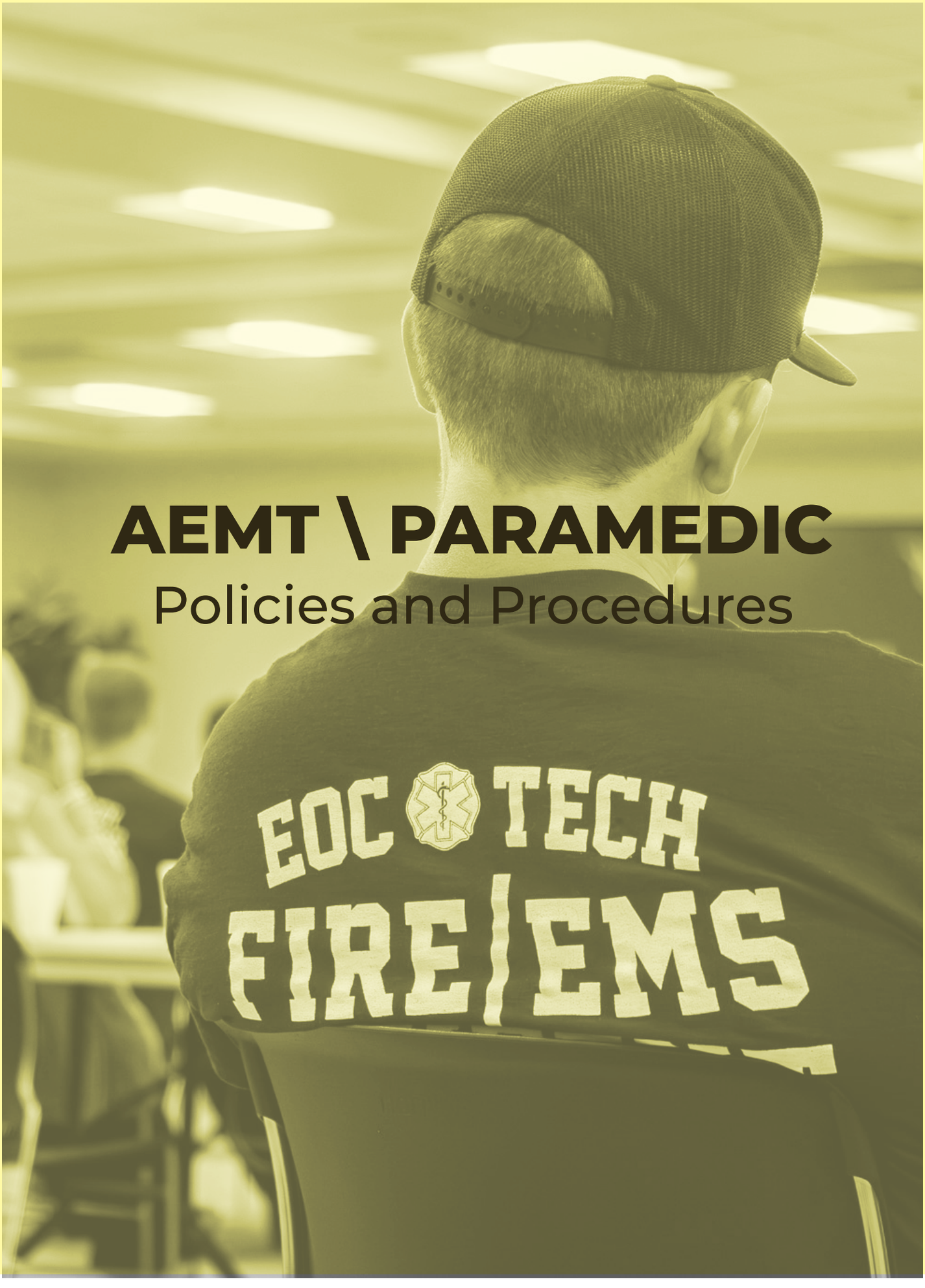
Active Military and/or Reservists:
If a student, who is active military or a reservist, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 70%/"C" at time of withdrawal. If a student knows they will have scheduled military training before enrollment, then the student should enroll in the term that does not include the scheduled military training.

OUTSTANDING OBLIGATIONS

Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.
Students will not be eligible to receive any completion certificates or transcripts from EOCTC until outstanding obligations have been paid. Students will not be allowed to enroll at EOCTC until outstanding obligations have been paid on previous enrollments.

APPEAL FOR OFFICIAL WITHDRAWAL DATE

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



AEMT \ PARAMEDIC

Policies and Procedures

GENERAL INFORMATION AND POLICIES

1. Students must turn at least 18 years of age prior to the start of class, exceptions may be given on a case by case basis at the Public Services Coordinator.
2. When the application packet is turned in and the Enrollment Paperwork is completed with the Student Services Administrative Assistant, students are expected to disclose to a Student Services Advisor an academic difficulties, special arrangements, or accommodations needed to facilitate the student's learning and testing success and provide any and all required documentation (i.e. IEP, physician's diagnosis, etc.).
3. Students must possess a current EMT Basic License and will be required to take Anatomy and Physiology prior to enrolling into a Paramedic class, or concurrently enroll in an Anatomy and Physiology class.
4. No credit will be awarded for experiential learning; and transfer of credits from another institution will not be allowed for any portion of the Paramedic class.
5. Students who possess an NRAMET and Oklahoma AEMT license may be admitted into the Paramedic program with advanced placement for Term I, after they complete an AEMT skills assessment and competency test
6. All complaints regarding the Fire/EMS programs, instructors, staff, or clinical affiliates shall be submitted in writing to the Public Services Coordinator within 5 business days of the alleged incident so that all parties can be addressed concerning the issue. If the incident involves the Public Services Coordinator complaints may be directed to the Business and Industry Services Director. This policy will serve both instructors and students.
7. All Fire/EMS students will have at least one (1) "no-notice" drug screen conducted during the class. Any student absent for the drug screen will have 24 hours to submit and appear for testing. Any deviation from this policy must have approval by the Public Services Coordinator and the Director of Business and Industry Services (BIS Director). Any evidence of illegal or illicit drug use will result in immediate dismissal from the enrolled program. Please see the Substance Abuse Policy located in this document for further information.
8. Students are required to notify the Public Services Coordinator if they receive a Felony conviction while attending an EMS program. The student will be immediately dismissed from the program.
9. Cell phones, pagers, and other unauthorized electronic equipment are to be left in student/cadet vehicles, unless authorized by the Instructor or Public Services Coordinator. Students will be allowed to use cell phones and pagers, outside of the building and at the appropriate times (i.e. during breaks, lunch, etc.). Students who possess or use their cell phone or any other unauthorized electronic equipment anytime during the training day, other than breaks, will be subject to the disciplinary process. This also applies to internship rotations.
10. The use of authorized electronic equipment (laptop computers and tablet devices) is a privilege. They may be used in the classroom, at the instructor's discretion, for the purpose of taking notes or material supplementation. Any use of the electronic equipment, other than the purposes allowed by the instructor, may result in the forfeiture of the privilege. The use of the equipment for cheating or other dishonest acts will be considered "falsification of a document" and "conduct unbecoming", and will be subject to disciplinary action, which may result in dismissal from the program.
11. Students are required to adhere to all program policies. These include academic and behavioral guidelines that are outlined in the syllabus and/or the program Policies and Procedures. He/she is also required to sign the FIRE/EMS Student Agreement in this document, which will be distributed on or before the first day of class and acknowledges that they have read, understand, and agree to abide by all program policies, and academic and behavioral guidelines.
12. Students are expected to prepare for all class meetings, including reading assignments, and to participate fully in all discussions, exercises, and practical sessions to the best of their ability.
13. Students shall refrain from public or private criticism of EMS or Fire programs including clinical and internship organizations or their personnel. Students are expected to bring any questions or concerns regarding their program or instructors to the Program Director. Side stepping this process will result indisciplinary actions.
14. Smoking and the use of other tobacco products as well as simulated, or vapor, products are prohibited while representing EOCTC or on EOCTC property.
15. Using, possessing, or being under the influence of illegal drugs on or off campus during any phase of any Fire/EMS program is grounds for immediate dismissal from the program and shall be reported to the proper authorities.
16. Any student who has been prescribed and is taking a medication that may impair their cognitive abilities under the care of a physician shall notify the Public Services Coordinator. Proper documentation of prescribed drugs must be presented to the Public Services Coordinator.
17. Students are expected to conduct themselves in a reasonable, prudent, courteous, and professional manner at all times. They should avoid conduct that would reflect unfavorably on themselves and/or the EOCTech, EMS, or Fire Academy programs.

1.1 UNIFORMS

All personnel will maintain a high standard of dress and appearance. Uniforms will fit properly; trousers/pants should not fit tightly; and personnel must keep uniforms clean, serviceable, and pressed as is necessary. Students must project a professional image that adheres to the standards set by EOC Tech. Students will ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance.

1.1.1 AEMT/Paramedic Student

The EMS Student may wear the EMS Navy Blue short or long sleeve t-shirt/polo, quarter zip pullover, Navy Blue uniform work pants or BDU style pants, black belt with silver buckle, black tactical style boots. Scrubs bottoms and tennis shoes may also be worn in the lab and all clinical settings. *See Clinical and Field Internships for difference between clinical and field clinical rotations*

1.2 Personal Hygiene

Students are expected to practice good personal hygiene at all times. That includes, but is not limited to, taking a shower daily, brushing teeth, and making sure all classroom and clinical attire is neat, clean, and freshly ironed.

In addition, students will keep their hair groomed to adhere to a professional appearance. If hair is longer than the collar it will be pulled into a ponytail or bun. In addition, hair color will not be dyed in colors that do not occur naturally, and style should not distract from classroom or clinical rotations. Hairbands or clips will be treated in a similar manner. This will be done to promote the professionalism required in this career field and asked for by clinical partners. Fingernail polish will be a muted tone to not be a distraction in the classroom or clinical setting. Piercings other than ear will not be allowed while in the classroom or clinical setting. If earrings are worn, they will be a post or small hoop in order to not be distracting and not be a safety hazard in the lab or clinical setting. EMS students may be allowed mustaches or beards as long as they are maintained and do not interfere with clinical rotations.

2. CONDUCT

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

2.2 Conduct Unbecoming of a Student

Any student, while performing skills training or in the classroom, on or off the EOCTC campus, who impacts or reflects negatively on themselves, their classmates, their enrolled program or the Technology Center, will be subject to disciplinary action. Students are reminded that conduct unbecoming is a serious offense and violators will be subject to harsh discipline. For definition of disciplinary action refer to the Disciplinary Procedures section.
Examples of conduct unbecoming include, but are not limited to: Violating grooming standards, disrespect to an EOCTC staff member or instructor, disrespect to fellow EOCTC student, disrespect to a member of an adjunct agency, any violence towards another student or staff. (Violence is defined as: threats, threatening gestures, repeated disrespectful language, physical contact or a creation of a hostile learning environment). Fire Cadets using tobacco products or vaping products on or off campus while wearing a program uniform is regarded as conduct unbecoming.

2.3 Falsification of a Document

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

2.4 Social Media (2-105)

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

2.5 Insubordination

Students who commit ANY act, during skills training or in the classroom, which is construed to be insubordination towards any EOCTC staff member, EMS or Fire program instructor, or class officers, will be

subject to disciplinary action. Students are reminded that to receive respect, respect must be given. The EMS and Fire programs operate as a para-military organization. Students should address instructors, staff, and visitors by rank, "sir or ma'am," or their proper name at all times.

2.6 Abuse of Equipment

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

2.7 Safety Violations

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

2.8 Dismissal

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

3. ATTENDANCE

Attendance is mandatory and tardiness will not be tolerated. Students are required to maintain a minimum attendance to be eligible to take certification exams, complete the EMS program, and graduate. All students will be updated at the benchmark for the course on their attendance standings. Once the student has 2 Full Days of absence per term, they will receive a reprimand adhering to the disciplinary process. Once the student exceeds the maximum allowed number of absences the student will be sent to a Review Board who will decide if the student shall be dismissed from the program. Students are to submit any paperwork dealing with their absence, if any is available (i.e. doctor's notes, department application process requirements, etc.)

3.2 ABSENCES

3.1.1 Class Day Hours

When this document refers to a "class day", the "class day" represents 8 hours. Therefore, a half (1⁄2) day represents 4 hours. Missing an entire day of class will constitute one (1) absence. Missing a half day will constitute a half (0.5) absence.

3.1.2 Tardy

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

3.1.3 Notification Process

When making notification of being absent or the likelihood of being tardy, the preferred method of notification is to text the Lead Instructor or his designee. This will be the case for the classroom or clinical setting. If there is no reply within five (5) minutes, Post on the cohorts GroupMe account. If the student does not notify the instructor of an absence or tardy before the class start time they will be subject to the discipline procedure, if it occurs a subsequent time they will be given a Review Board and face possible dismissal from the program..

4. INJURIES AND ILLNESS (5-150)

All injuries, no matter how small, sustained by an EOCTC, EMS or Fire Academy student, while on campus or during training off campus, must be immediately reported to Instructional Staff. A determination will be made as to the extent of the injury by the EOCTC Instructional Staff and relayed to the Public Services Coordinator. The decision regarding seeking further medical attention will be made by the student and documented by EOCTC Instructional staff. If the incident is determined to be an illness the student may be responsible for the cost of seeking further medical care. An Incident Report Form shall be completed whenever a student has an injury/illness no matter the severity. This form is to be submitted to the Public Services Coordinator upon completion, who will forward it to the Business and Finance Manager for processing.

If an injury occurs off campus and after class hours, the student must notify the Public Services Coordinator, the EMS Program Coordinator, and/or the EMS/Fire Program Assistant. Once notified the same process will apply as if on campus. Depending on the severity of injury/illness a decision will be made whether the student may continue the program. Not reporting an injury/illness will be considered insubordination and conduct unbecoming of a student, and may result in dismissal from the program.

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

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

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

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

5. ACADEMIC REQUIREMENTS

Students are expected to maintain an overall 70% weighted grade average. Failure to do so may result in dismissal from their enrolled program. Students' grades are evaluated at designated benchmarks. Students with an average grade below 70% will be placed on academic probation until the next benchmark. This will be documented as a documented oral counseling. Students on academic probation will be re-evaluated at the next benchmark and if their average remains below 70%, they may be dismissed from the entire program. This process will follow the established Disciplinary Procedures listed in this policy.

5.1 EMS PROGRAMS

5.1.1 CPR Course Completion

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

5.1.2 EMS Exams

Examinations are designed to test the student's mastery of course objectives for blocks of related course content. Exams will be given at the times indicated on the course schedule or will be announced by the Lead Instructor at least one class session prior to being administered. Students will only be allowed to take up to three (3) "B" tests, which may be used. The max score for a B exam will be 85%. The score recorded for a given exam will be obtained by the higher of either the "A" or "B" test. The scores of all recorded tests will be used to calculate the 70% weighted grade average.

Any student who misses an exam due to absence is responsible for making test arrangements with the Lead Instructor or the Academic Records Manager by the end of the next business day. A "B" test is a second attempt to show competency of the subject content. If a student wishes to take a "B" test, it must be taken within the same benchmark (appx. Every 6 weeks) in which the "A" test was originally taken. This retest request must be emailed to either the lead instructor or EMS Program Coordinator. A "B" test may not be taken the same day as an "A" test from the same subject content.

5.1.3 Quizzes

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

5.1.4 Pratical Exams

High Stakes exams will cover topics for all program material. All students must make a 70% cut score on all High Stakes Exams. Students who do not pass the High Stakes exams will be allowed one retest. If the fails the retest they will be removed from the program. High Stakes retakes will not count towards normal retest totals.

5.1.6 Homework

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

5.1.7 Class Participation

Students are expected to contribute to classroom discussions and participate fully in practical sessions. Affect will be evaluated at the benchmarks and may be a determining factor in the disciplinary process. All students will be given their affective score at the benchmarks set for the course. Students will also be expected to attend program-related field trips.

Successful completion of the course is contingent upon: (1) the student making a 70% or above on the high stakes exams; (2) the student's final grade consisting of a 70% weighted grade average (derived from the average of exams, workbook, quizzes, and final exam); (3) completed clinical documentation verified and approved by the Clinical Coordinator by the designated due date; and (4) the student's successful performance of the practical skills competencies.

6. DEMONSTRATION OF PROFICIENCY

6.1 EMS Programs

A student who demonstrates a lack of proficiency or an unwillingness to participate during clinical rotations may be required to complete additional instruction and clinical experience.

7. CLINICAL ROTATIONS AND FIELD INTERNSHIPS

Clinical rotations will be designated as any rotation in the hospital setting. Field rotations will be designated as any ambulance or fire engine rotation

Students will be expected to attend all scheduled clinical rotation and field internship shifts. Any attempt by a student

to schedule a clinical rotation or field internship shift without the permission of the Clinical Coordinator is a serious offense and may result in dismissal from the program.
An unexcused absence is a serious offense, and will result in the discipline process.
If a student arrives late for a clinical rotation or field internship shift, leaves before the end of the assigned shift, or fails to meet their objectives, the student must notify the EMS Program Coordinator.
Any student dismissed from a clinical rotation shift or field internship for misconduct, inappropriate attire, or poor hygiene, which results in missed hours, must meet with the Public Services Coordinator, or designee for a formal explanation. This is a serious offense and may result in dismissal from the program.

7.1 EXPECTATIONS FOR CLINICAL AND INTERNSHIPS ROTATIONS

1. The student will park in the visitor parking areas of each facility or fire station.
2. The student is expected to be punctual, and should report to their assigned facility or fire station at least15 minutes before the beginning of their rotation or internship. Shift change at the emergency serviceagency is a busy time, so the student should not expect an orientation to the facility or department untilthe shift change duties have been completed.
3. If you are asked to perform a skill for which you have not yet been trained, respectfully advise the clinical site authority or on duty officer that the skill is beyond your scope of training. PERFORMING DUTIES BEYOND YOUR LEVEL OF TRAINING CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.
4. Sleeping while on clinical/field rotations will be grounds for disciplinary actions up to dismissal from the program.
5. Eating or drinking is only allowed in designated areas.
6. The use of tobacco products in any form is prohibited.
7. Do not enter EMS or Fire Apparatus vehicles without the permission of one of the crewmembers.
8. Driving any EMS or Fire apparatus is absolutely prohibited!
9. Do not give out telephone numbers of the medical facility or Fire Station, and do not use these telephones for personal calls. If the student must make a phone call, get permission, and limit the amount of time on the phone.
10. When a student meets the EMS or Fire crew they will be working with, they should make it known thatthey are willing to learn and actively participate. The student should find out what may be expected of them on a call. Some crews want the student to do only what they are instructed to do, while others preferthe student to take more initiative.
11. The student should ask to look through the EMS or fire apparatus. The student may be asked to get things for the crew, so they should become familiar with where items are located BEFORE responding on a call.
12. The student shall not use their mobile phone while attending clinical rotations or fire internships unless they are granted permission by the host/staff. The student should limit the amount of time spent on the phone. The student should remember that they are at the site to look, listen, learn, and participate. The student should leave pagers, mobile phones, and other electronic equipment in their personal vehicle or turned off. This type of equipment often disrupts specialized equipment within the facilities and stations.
13. Observe the accepted rules of confidentiality while doing clinical and internship rotations. Discuss a patient's condition or treatment only with the personnel responsible for the patient's care. Any such discussions should be private, out of hearing of the patient and family members, and limited to medical aspects of the case. Classroom discussion of patient cases may be appropriate; however, the patient's name and any other identifiable information must not be disclosed. VIOLATION OF PATIENT CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE PROGRAM.
14. Students must follow the Uniform and Hygiene policy outlined in the EOCTC Policies and Procedures. Any violations of the clinical dress code will result in disciplinary actions.
15. Any shift to be scheduled or requests for rescheduling or cancellations must be submitted to the Clinical Coordinator or designee for approval at least 72 hours in advance.
16. Late data entry in clinical tracking software will result in point deduction from your clinical grade.
17. All questions from the patient, family members, friends or others, regarding the patient's condition or treatment should be referred to the appropriate staff members.
18. DO NOT QUESTION THE CARE OF A PATIENT IN THE PRESENCE OF THE PATIENT, FAMILY MEMBER, OR FRIENDS. Methods of treatment may vary depending on the patient's condition or medical history, the setting, or the preference of the individual responsible for the patient's care. Accordingly, anyquestions must be asked with due respect.
19. The student SHOULD NOT SEEK FREE MEDICAL ADVICE for themselves, their family, or friends during clinical rotations.

20. Proper safety precautions must be taken at all times to avoid potential injury or infections. The student must use personal protective equipment (gloves, etc.) on all incidents.
21. If a student is injured during a clinical rotation, or has close contact with a patient who may be sufferingfrom a communicable disease, notify the clinical site authority or the on-duty officer for the appropriate procedure to follow. Also, advise the Clinical Coordinator, EMS Program Director, and/or the Public Services Coordinator immediately following the exposure.
22. If a problem of ANY kind arises during a clinical rotation or internship shift, the student should document, in writing, the event(s), any individuals involved, and any other pertinent information, then contact the Clinical Coordinator. The student SHOULD NOT ATTEMPT TO SOLVE THE PROBLEM OR RESOLVE DIFFERENCES ON THEIR OWN.
23. It is the student's responsibility to ensure that their paperwork is completed and signed as instructed. Failure to do so will result in the clinical hours not counting towards the student's overall required contact hours. The student will be required to reschedule those hours with the Clinical Coordinator. Points will be deducted from their final clinical grade.
24. Disciplinary action may be warranted for any student who demonstrates improper behavior in regard to clinical rotations to include, but not limited to:
    - Failing to meet an established deadline or course requirement without valid reason and without advance approval
    - Attending a scheduled clinical shift, orientation session, or field trip late and without advance approval
    - Failing to follow the established advance notification procedures when late or unable to attend a scheduled clinical shift, orientation or field trip
    - Attending a clinical shift in improper attire, or without required supplies, or EOCTC EMS studen photo ID badge
    - Attending a clinical shift with an expired: (a) BLS/CPR card, (b) TB/PPD skin test or other "negative status" verification record, and/or (c) Background/Criminal History Record Check
    - Attending a clinical shift that is not approved in advance by the EMS Program Office
    - Rescheduling more than three (3) clinical shifts during a term.

Behavior in the clinical setting which is disruptive to the learning process of others, or which would jeopardize contractual relationships established by EOCTC

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

8. DISCIPLINARY PROCEDURES

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

8.1 Documented Oral Counseling

A documented Oral Counseling may be used for a first-time simple offense or to notify the student about their grade point average or absences.

8.2 Written Counseling

Depending on the situation, Written Counseling may be the first step in the disciplinary process. Written Counseling will be used for identifying solutions from staff and students and may be given at the discretion of the Public Services Coordinator.

8.3 Letter of Reprimand

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

8.4 Review Board – Probation, Dismissal and Re-Admission

Any student who has shown a sustained disregard for the program, academics, and/or the disciplinary process without conformity may, at the discretion of either the Public Services Coordinator, be called before a Review Board. The student may request a Review Board hearing to review a given counseling or reprimand if the

student does not feel it was fairly administered. The last step in the appeals process for a student is to request an appeal consultation with the BIS Director. The BIS Director's decision is final.

Members the Review Board:

- EOCTC Instructor
- Student Services Staff
- Public Services Coordinator or designee
- Independent EOCTC Staff Member
- Independent EOCTC Staff Member

9. APPEAL

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

10. NONDISCRIMINATION POLICY (2-00)

Eastern Oklahoma County Technology Center District 23 does not discriminate on the basis of sex, race, religion, color, age, national origin, disability, handicap, marital, sexual orientation or veteran status, in the operation of or access to its educational programs and activities, recruitment, admissions, employment, and the provision of services. The Assistant Superintendent or his/her designee is the designated coordinator of Title IX, Section 504 of the Rehabilitation Act, Title VI and VII, and shall be the Coordinator of the provisions of the American with Disabilities Act (ADA). The Assistant Superintendent may be reached at EOCTC, Monday through Friday, 8:00 am through 4:00 pm at 405-390-9591.

11. EOCTC TITLE IX INFORMATION (2-05)

What is Title IX? - No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. -Title IX of the Education Amendments of 1972 Eastern Oklahoma County Technology Center's (EOCTC) Title IX personnel collaborate with the EOCTC community to stop, prevent, and remedy discrimination through education, accountability, and empowerment. We offer resources to all students and staff affected by these issues and are committed to providing a fair, thorough, and prompt investigation and adjudication process.

EOCTC's Title IX policies and documentation may be viewed in their entirety on the EOCTEC website at http://www.eoctech.edu/title-ix/. Should you have questions or need assistance with any Title IX related issue, please contact EOCTC's Title IX personnel at:

Shawn Meek, M.Ed.
Title IX Coordinator
Assistant Superintendent
Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
Email: smeek@eoctech.edu
Phone: (405) 390-9591 x247

Emily Gideon, M.Ed.
Deputy Title IX Officer
Director of Educational Services
Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
Email: egideon@eoctech.edu
Phone: (405) 390-9591 x304

12. STUDENT COMPLAINT AND GRIEVANCE POLICY (2-10)

Students who wish to file a complaint or grievance should refer to the GRIEVANCE PROCEDURES section of the Student Handbook.

13. SUBSTANCE ABUSE POLICY (5-90)

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

13.1 Policy

Due to the devastating impact the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and the employees of EOCTC, clinical facilities, fire departments, and sites at which students engage in clinical rotations and internships, EOCTC will not tolerate students who use, possess, distribute, purchase, sell, or are under the influence of alcohol and/or illegal chemical substances. All students who are enrolled in any program will be tested for drugs and alcohol, prior to their participation in either EMS clinical rotations and/or fire internships. Additionally, students may be tested for drugs and alcohol, at any time, on a random selection basis, while enrolled in any portion of the Fire Academy programs or any EMS programs. Finally, reasonable suspicion testing will be performed as needed, at the discretion of the Public Services Coordinator. All drug and alcohol testing will be conducted in compliance with applicable law.

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

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

13.2 Definitions

13.2.1 Alcohol

Ethyl alcohol or ethanol

13.2.2 Drug or Alcohol Test

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

13.2.3 Drug or Illegal Chemical Substance

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

13.2.4 Positive

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

13.2.5 Random Selection Basis

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

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

13.2.6 Reasonable Suspicion

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

1. Observation, such as:
   a. The physical symptoms or manifestations of being under the influence of alcohol or a
   b. drug, or'
   c. The direct observation of alcohol or drug use
2. A report of alcohol or drug use, provided by reliable and credible sources and which has been independently corroborated; or
3. Evidence that a student has tampered with an alcohol or drug test; or
4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on EOCTC premises or directly or indirectly participating in any EOCTech program.

EMT AND FAC WITHDRAWAL POLICY (5-35)

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

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

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

CANCELLATION OF ENROLLMENT

Cancellation of enrollment occurs when a student officially withdraws on or before Day 1 of Instruction. For the Fire Academy (FAC), the Pre-Academy Orientation class occurs before the official start date of the Fire Academy program.

Students must submit a completed Official Withdrawal Form to a Student Services Advisor on or before Day 1 of instruction. Students who officially withdraw on or before Day 1 of Instruction will receive a full (100%) refund of tuition paid, excluding fees. Tuition charges will be voided from the student's account.

OFFICIAL WITHDRAWAL

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

UNOFFICIAL WITHDRAWAL

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

Students who need to withdraw from EOCTC should contact their instructor. It is recommended that a student talk with a Student Services Advisor before beginning the withdrawal process too, including the College Connection Coordinator. Once a student has withdrawn from EOCTC, a Student Information Update form will be completed and given to Student Services. This form will include the last date of attendance and the official date of withdrawal. The refund will be calculated based on the latest date.
If an adult student is dismissed from the program, the student may be suspended for the remainder of the school year, or one semester, whichever is greater. Examples of when a student may be dismissed from the program include, but are not limited to, not maintaining satisfactory academic progress, attendance policy violation, failing a drug test, cheating, or any violation of the Student Behavior Code. Students should refer to the Secondary Student Behavior Code and the Adult Student Behavior Code sections located in this Handbook for a detailed list.

EMS AND FIRE ACADEMY REFUND POLICIES (5-35)

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

- Any fee assessed are nonrefundable as of day one of instruction. Prior to day one of instruction all fees are
- refundable with an official withdrawal.
- Students who officially withdraw on or prior to week one of instruction will be eligible for full refund of tuition.
- Students who officially withdraw prior to week two of instruction will be eligible for 75% refund of tuition.
- Students who officially withdraw prior to week three of instruction will be eligible for 50% refund of tuition.
- Students who officially withdraw prior to week four of instruction will be eligible for 25% refund of tuition.
- After week four no refund will be processed.

Weeks are established as Monday through Sunday.
The date of an official notice of withdrawal does not include weekends or holidays.
Any short term class outside of EMT, AEMT, and Paramedic will not be eligible for a refund unless the official withdrawal is prior to day one of instruction.
NOTE: Administrator approval is required for a refund due to dismissal.

NOTE FOR VETERAN STUDENTS: If you need to withdraw, please contact the Financial Aid Coordinator first in an effort to let you know the possible financial ramifications of an early withdrawal. You will be held responsible for any account balance remaining on your EOCTC account, and beneficiaries could be in debt to the VA for funds received by the student, such as book stipends, housing, etc. due to early withdrawal or dismissal. Beneficiaries could also be in debt to the school for any tuition and fees returned by the school to the VA due to early withdrawal or dismissal.

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

Active Military and/or Reservists:
If a student, who is active military or a reservist, is called up for active duty, the student would be allowed to withdraw from the program in good standing. Any unpaid charges would be voided. The student would be granted Advanced Standing for CPR and Anatomy & Physiology, if completed successfully with at least a 70%/"C" at time of withdrawal. If a student knows they will have scheduled military training before enrollment, then the student should enroll in the term that does not include the scheduled military training.

OUTSTANDING OBLIGATIONS
Students will be held responsible for any remaining amount of unpaid charges on their account. The Bursar will send an invoice to the student showing the outstanding obligation and an Alert will be placed on the student's enrollment record until that amount has been paid.
Students will not be eligible to receive any completion certificates or transcripts from EOCTC until outstanding obligations have been paid. Students will not be allowed to enroll at EOCTC until outstanding obligations have been paid on previous enrollments.

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

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FIRE/EMS STUDENT AGREEMENT FORM



I, (Print Name)_____ , have read and understand the Policies and Procedures of this program and agree to abide by these rules. I also understand the following are the minimum requirements for successful completion of the Fire Training and/or EMS programs. I further acknowledge that I am
aware of and have seen the refund policy.
Minimum Requirements:
1. Maintain a minimum 70% "C"/GPA 2.0 weighted grade average and pass all practical skills.
2. Receive a minimum of 70% "C"/GPA 2.0 weighted grade average on the final course exam to be eligible to take industry certification exams.
3. Complete 100% of the clinical and/or internship hours, and complete and submit the proper documentation, including evaluations before the final exam.
4. Attend 90% of the total classroom hours. Absences should be kept to a minimum, and not exceed the hours or days prescribed in this document.
5. Complete all homework and/or other assignments in the required time frame.
6. Have all financial arrangements concluded with EOCTC.
7. Maintain a professional and ethical behavior, attitude, and appearance throughout the entire program.

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

Student Signature_____ Date_____

Witness Signature_____ Date_____

Instructor Signature _____ Date _____

EOCTECH OFFICIAL WITHDRAWAL FORM

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

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

Student Name (Last, First, MI)

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

Student Phone Number (include area code): **Last 4 Digits of Student SSN:**

Student Email Address:

Reason for Withdrawal (check all that apply):

___ Academic Failure ___ Disciplinary ___ Financial ___ Employment

___ Family ___ Active Military Duty ___ Transferring to another school

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

Program Name:

Requested Withdrawal Date (mm/dd/yyyy):

Acknowledgement of Withdrawal

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

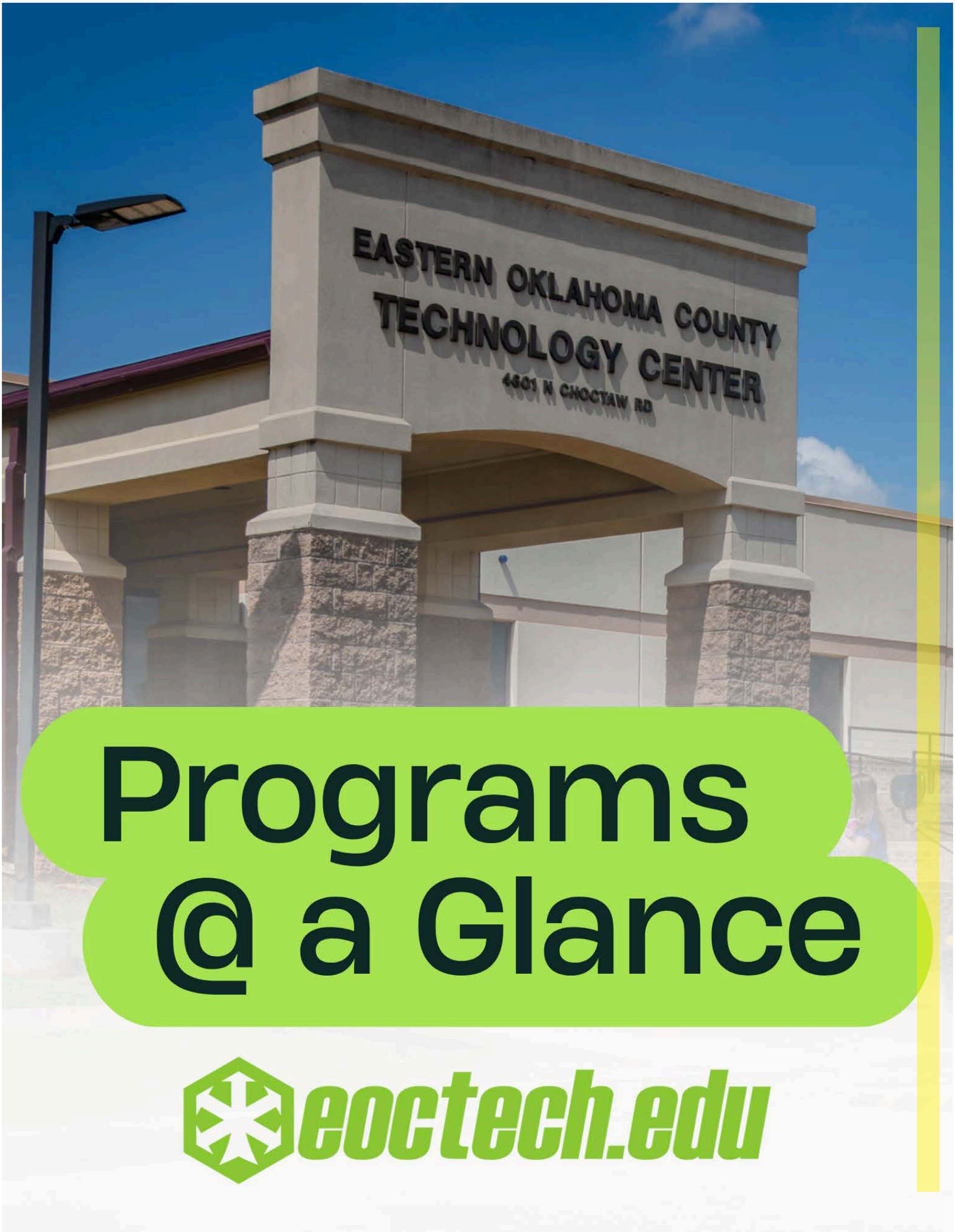
I understand that I may have an outstanding balance which, if unpaid, will prevent me from future enrollment, receiving certificates or transcripts, or utilizing any other school service until paid in full.

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

Student Signature

Date Signed

For EOCTC Student Services Use Only (revised May 2024):



Programs @ a Glance

eoctech.edu



Architecture & Construction

Manufacturing Design Technician - MN0011602

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 Year

Program Description:

The Manufacturing Design program prepares students for careers in advanced manufacturing, engineering, and product design through hands-on training with industry-standard software, equipment, and production processes. Students develop skills in drafting, CAD design, machining concepts, problem-solving, and manufacturing technology while gaining experience in real-world project design and production. Students also gain hands-on experience using industry-standard software such as AutoCAD and SolidWorks to create technical drawings, 3D models, and manufacturing designs.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship

Average OKC Salary

$26 - $33/hr

Career Major Information | Total Hours: 480	
Fund. of Computer-Aided Drafting & Design*	120
Principals of CAD Design	120
Drawing and Document Management	45
Presentation of Graphics Animation	150
Workforce Staging/ Employment Readiness	45

*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Student Organizations

SkillsUSA

Certifications Available:

AutoCad
Certified Solid Works Associate (CSWA)
Oklahoma's Promise approved course for Computer Science/Computer Technology Unit

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

eoctech.edu

4601 North Choctaw Road, Choctaw, Oklahoma 73020

Eastern Oklahoma County Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status in its programs or activities. For inquiries concerning this policy contact Eastern Oklahoma County Technology Center Tele: (405) 390-9591
EMAIL: titleIX@eoctech.edu OR section504@eoctech.edu



Architecture & Construction

Manufacturing Design Specialist - MN0016000

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HT Adult: 2 years
HS Student: 2 years

Program Description:

The Manufacturing Design program prepares students for careers in advanced manufacturing, engineering, and product design through hands-on training with industry-standard software, equipment, and production processes. Students develop skills in drafting, CAD design, machining concepts, problem-solving, and manufacturing technology while gaining experience in real-world project design and production. Students also gain hands-on experience using industry-standard software such as AutoCAD and SolidWorks to create technical drawings, 3D models, and manufacturing designs.

Cost:

Tuition: $2,160.00
Est. Out of Pocket: N/A
Certifications- paid by EOC
Books- EOC

Financial Aid

Tribal Assistance
Oklahoma's Promise
Pell Grant/OTAG
Next Step Scholarship

Average OKC Salary

$26-$33/hr

Career Major Information | Total Hours: 960	
Fundamentals of Computer-Aided Drafting & Design*	120
Principles of CAD Design	120
Drawing and Document Management	45
Presentation of Graphics Animation	150
Workforce Staging/Employment Readiness	45
Principles of Animation	120
CAD 1 Focus	120
CAD 2 Focus	120
Capstone - Graduate	120

CAD Focus Areas

Architecture - Building and Aethestics
Aerospace - Planes, Automobiles, Rockets, Helicopters, Drones
Landscape Design
Manufacturing - Design Parts/Assemblies for Production
Mechanical - HVAC, Electrical, Audio-Visual, Plumbing
Civil - Buildings, Roads, Bridges, Parking
Interior Design

*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Student Organizations

SkillsUSA

Certifications Available:

Certified Solid Works Associate (CSWA)
AutoDesk REVIT Certified Professional
AutoDesk CIVIL 3D Certified Professional
AutoDesk FUSION Certified Professional
Oklahoma's Promise approved course for Computer Science/Computer Technology Unit

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Architecture & Construction

Residential HVAC Technician - AC0036007

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 2 years

Program Description:

This program is for second-year high-school, or full-time adult students continuing their chosen career major. Students will build on first-year training by advancing technical skills, applying industry knowledge, and preparing for employment or career advancement. The second year emphasizes higher-level skill application, leadership, and real-world problem solving.

Cost:

Tuition(adults)- $2,250.00
Est. Out-of-Pocket- $30.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$24-$33/hr

Career Major Information | Total Hours: 1,000			
Intro to HVAC: Safety, Tools, & Equipment	30	HVAC/R Systems Installation & Start-Up 1	40
Electricity for HVAC/R	60		
HVAC Controls	45	HVAC/R Systems Installation & Start-Up 2	60
Principles of Thermodynamics & Heat Transfer	60		
Piping & Piping Practices	45	HVAC/R Codes, Regulations & Standards	30
Refrigerant System Components 1	60		
Refrigeration System Components 2	60	HVAC/R System Service & Troubleshooting	90
Refrigerant & Lubricants	15		
Refrigerant Recovery	15		
Refrigerant Retrofits	15	HVAC Preventative Maintenance	20
Professional Services	20		
Air Handling	45	Indoor Air Quality	20
Air Conditioning Systems	120		
Heat Pumps	30		
Heating Systems	120		

Student Organizations

SkillsUSA

Certifications Available:

NATE ICE - PAHRA
608 Certification
410 Certification
Green Certification
TracPipe Certification
Nate Test Certification
PM Tech Certification

Program Supply list:

Lock for Locker - $10.00
Safety Glasses - $10.00
Notebook - $10.00

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Architecture & Construction

Residential HVAC Installer - AC0036016

Who can Enroll?

Juniors & Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 1 years

Program Description:

This career major is an introduction to air conditioning and refrigeration, exploring career opportunities in the HVAC/R industry, personal safety and work practices, and personal protective equipment. Students will be instructed on the proper handling of pressurized fluids, handling hazardous substances, hand and power tools, and equipment used to test and service air conditioning.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- $30.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$24-$33/hr

Career Major Information | Total Hours: 480			
Intro to HVAC: Safety, Tools, & Equipment	30		
Electricity for HVAC/R	60		
HVAC Controls	45	HVAC/R Systems Installation & Start-Up 1	40
Principles of Thermodynamics & Heat Transfer	60		
Piping & Piping Practices	45		
Refrigerant System Components 1	60		
Refrigerant Recovery	15		
Refrigerant & Lubricants	15	HVAC/R Codes, Regulations & Standards	30
Refrigerant Retrofits	15		
Professional Services	20		
Air Handling	45		

Student Organizations

SkillsUSA

Certifications Available:

NATE ICE - PAHRA
608 Certification
410 Certification
Green Certification
TracPipe Certification
Nate Test Certification
PM Tech Certification

Program Supply list:

Lock for Locker - $10.00
Safety Glasses - $10.00
Notebook - $10.00

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Architecture & Construction

Electrical Assistant - AC0046014

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This career major will prepare the student to enter the electrical occupation as an electrical parts handler or Electrician's Apprentice. An Electrical Assistant 1 student will learn electrical safety, blueprint reading, hand and power tool safety, electrical theory, materials identification, and will be introduced to the National Electric code and commercial installations. This career major is for 1st year high school students only.

Cost:

Tuition(adults)- N/A
Est. Out-of-Pocket- $35.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

N/A

Average OKC Salary

$24/hr

Career Major Information | Total Hours: 480	
Electrical Safety in Construction	15
Electrical Wiring Installations	120
Basic Conduit Theory	105
Blueprint Reading	60
Direct Current Circuits	60
Residential Wiring	120

Student Organizations

SkillsUSA

Program Supply List:

Work Gloves
Long Sleeved Cotton Shirt
Combination Lock

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Architecture & Construction

Electrical Assistant II -AC0036003

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 2 years

Program Description:

Students receive instruction and guided practice to develop the necessary skills for entry-level employment in the Electrical Trades Industry. These skills include the identification, usage, and care of equipment as well as tools and meters associated with the electrical field. Students work with planning, layout, and installation of electrical circuits that conform to local and national code requirements, for both residential and commercial installations. Other areas of focus include proper safety techniques, advanced electrical theory, and National code.

Cost:

School Charges: $2,250.00
Est. Out of Pocket:- $35.00
Certifications- Paid by EOC
Books- EOC

Financial Aid

Tribal Assistance
Oklahoma's Promise
Pell Grant/OTAG
Next Step Scholarship

Average OKC Salary

$24-$31/hr

Career Major Information | Total Hours: 1000	
Electrical Safety in Construction	15
National Electrical Code	120
Residential Wiring	120
Basic Conduit Theory 1	105
Basic Conduit Theory 2	15
Tools and Meters	120
Blueprint Reading	60
Electrical Wiring Installations	120
Environmental Electrical Practices	60
Electrical Distribution in Construction	100
Electrical Motor Control	60
Direct Current Circuits	60
Career Major Capstone	45

Student Organizations

SkillsUSA

Certifications Available:

OSHA 10
CareerTech Competency

Program Supply list:

Work Gloves
Long Sleeved Cotton Shirt
Combination Lock

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Arts, Audio/Video Tech. & Communications

Digital Photography Specialist - AR006008

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 2 Years

Program Description:

This is a two-year program designed for students interested in digital photography and image editing. Students will gain advanced digital photography skills, learn to edit digital images, and create promotional projects. Students receive hands-on training with modern, industry-standard equipment and software. Students will master communication and job skills. Industry-recognized certifications and college credit are obtainable through this course.

Cost:

Tuition(adults)- $2,160.00
Est. Out-of-Pocket- $125.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$18 - $21/hr

Career Major Information | Total Hours: 960	
Safety I	5
Copyright Law	10
Digital Editing & Production Photography*	120
Digital Photography	30
Photography Lighting	45
Portrait Photography	120
Portfolio Development	30
Studio Photography	120
Digital Photography 2	230
Career Major Capstone	120
Portfolio Development I	130

Student Organizations

SkillsUSA

Certifications Available:

Adobe Photoshop
*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Arts, Audio/Video Tech. & Communications

Digital Cinema Specialist - AR0066005

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 2 Years

Program Description:

This is a two-year program designed for students interested in video production, television, and/or broadcasting. Students will cover all aspects of filmmaking, from concept to screen. Students will have the opportunity to work with industry professionals on live film and television sets to build their resumes. Students receive hands-on training with modern, industry-standard equipment and software and will master communication and job skills. Industry-recognized certifications and college credit are obtainable through this course.

Cost:

Tuition(adults)- $2,160.00
Est. Out-of-Pocket- $125.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$22 - $29/hr

Career Major Information | Total Hours: 960	
Safety I	5
Copyright Law	10
Digital Media Production*	120
Advanced Digital Software	40
Video/Camera	165
Audio Production	260
Audio/Video Pre-Production	120
Audio/Video Post-Production	120
Digital Cinema Capstone	120

*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Student Organizations

SkillsUSA

Certifications Available:

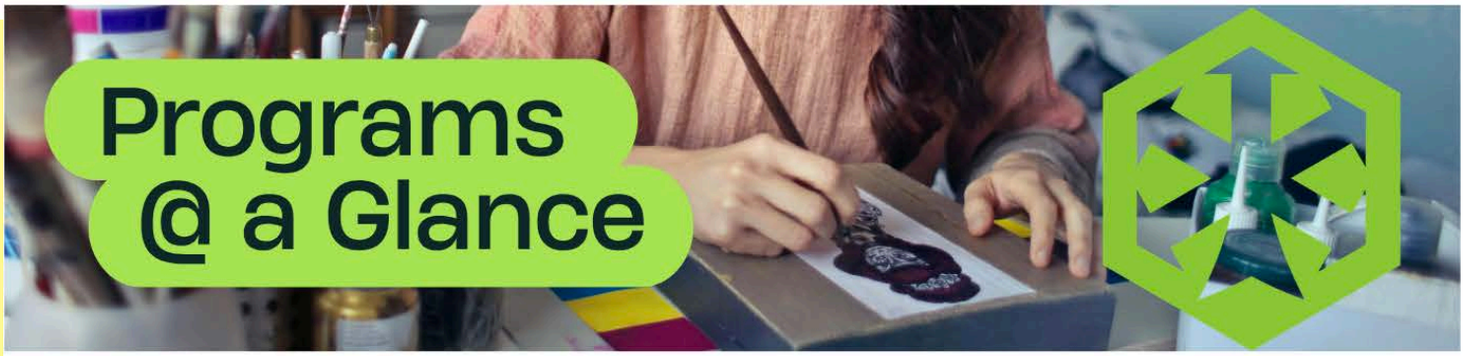
Adobe Premiere (Video Editing)

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Arts, Audio/Video Tech. & Communications

Graphic Design 1 - AR0046002

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This foundational program introduces creative students to the world of graphic design. Through hands-on projects, students develop a designer's mindset, explore design concepts in depth, and learn to make intentional design choices. They gain a solid understanding of graphic design principles and elements, effective visual communication, and align their expectations with industry standards. Along the way, students build proficiency in Adobe Photoshop, InDesign, and Illustrator—essential tools for bringing their creative ideas to life. Whether you're a designer or an artist, these skills serve to strengthen their overall creative abilities.

Cost:

Tuition: $1,080.00
Est. Out of Pocket: N/A
Certifications- paid by EOC
Books- EOC

Financial Aid

Tribal Assistance
Oklahoma's Promise
Pell Grant/OTAG
Next Step Scholarship

Average OKC Salary

$21/hr

Career Major Information | Total Hours: 480	
General Safety	15
Fundamentals of Graphic Design* (DPGD)	120
Branding & Identity Design	60
Graphic Design using Illustrator 1	95
Graphic Design using Photoshop 1	95
Graphic Design using InDesign 1	95

*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Student Organizations

SkillsUSA

Certifications Available:

N/A

Program Supply list:

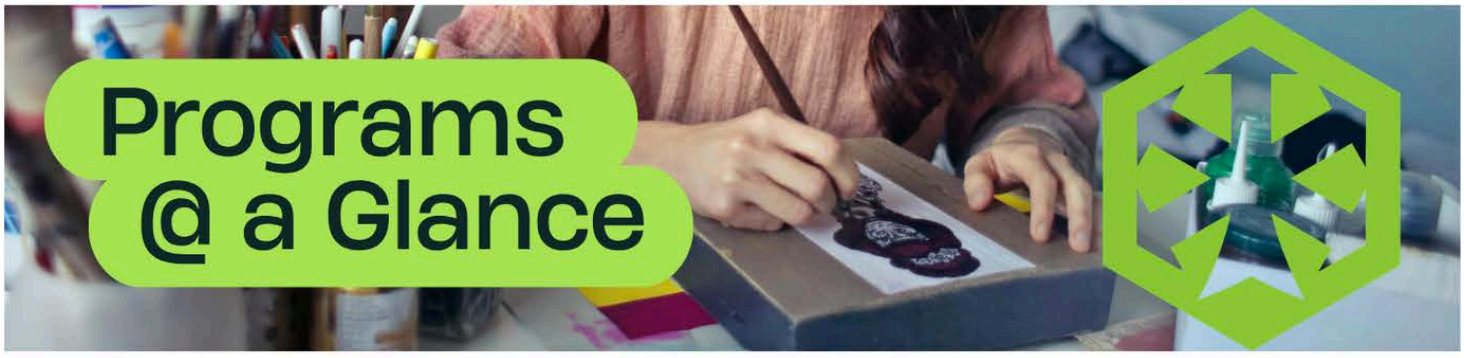
N/A

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Arts, Audio/Video Tech. & Communications

Graphic Design 2 - AR0066006

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 Months
HS Student: 1 year

Program Description:

Building on the foundational skills, this advanced program immerses students in real-world simulation projects that refine design thinking and elevate decision-making abilities. Students deepen their understanding of visual communication, tackle complex design challenges, and navigate industry expectations. In the Production Lab, they gain practical experience using a variety of printers and tools to complete live projects. Additionally, students have the opportunity to earn national certifications in Adobe Illustrator, Photoshop, and InDesign—credentials that can enhance their professional portfolios.

Cost:

Tuition: $2,160.00
Est. Out of Pocket: N/A
Certifications- paid by EOC
Books- EOC

Financial Aid

Tribal Assistance
Oklahoma's Promise
Pell Grant/OTAG
Next Step Scholarship

Average OKC Salary

$21/hr

Career Major Information | Total Hours: 960	
General Safety	15
Fundamentals of Graphic Design* (DPGD)	120
Branding & Identity Design	60
Graphic Design using Illustrator 1	95
Graphic Design using Photoshop 1	95
Graphic Design using InDesign 1	95
Production Lab & Live Work	35
Graphic Design using Illustrator 2	175
Graphic Design using Photoshop 2	135
Graphic Design using InDesign 2	135

*Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Student Organizations

SkillsUSA

Certifications Available:

Adobe Certified Associate Certification: Illustrator, Photoshop or InDesign

Program Supply list:

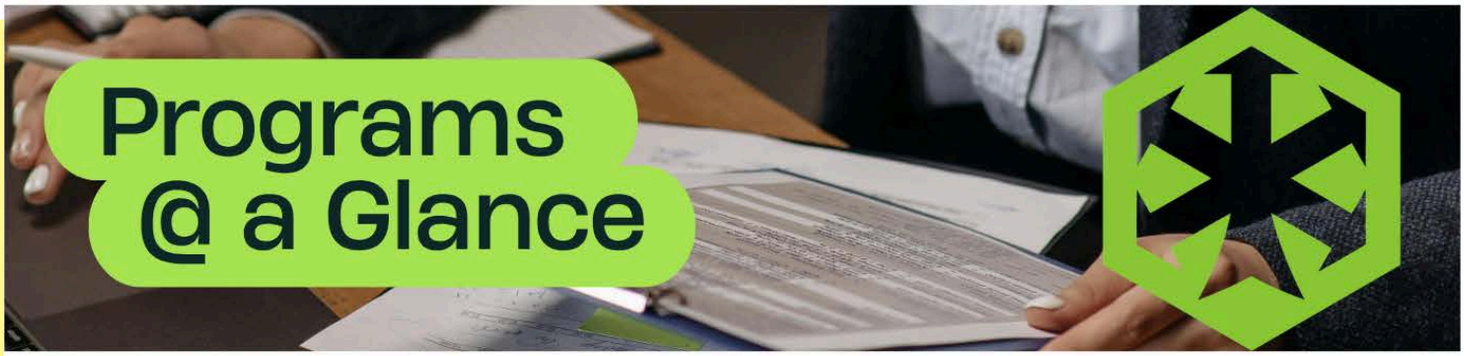
N/A

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Business, Management & Administration

Administrative Assistant - BA002005

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 5 Months
HS Student: 1 Year

Program Description:

Students are provided with the knowledge and skills utilized in daily business operations through a variety of administrative and clerical duties. Students learn basic office administration and computer skills utilizing Microsoft Office and Adobe Acrobat software. Strong interpersonal skills and the ability to communicate are crucial to being a successful Administrative Assistant. Industry recognized certifications and college credits are obtainable through this program.

Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.

Cost:

Tuition (adults)- $1,080.00
Est. Out-of-Pocket- $110.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship

Average OKC Salary

$17 - $20/hr

Career Major Information | Total Hours: 480	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Administrative Technologies II*	120
Office Administration and Management*	120

Student Organizations

Business Professionals of America (BPA)

Certifications Available:

Oklahoma Dept. of CareerTech Certifications:
Fundamentals of Technology
Admin Professional
National Certification Tests:
Microsoft Office Specialist (MOS)
Oklahoma's Promise approved course for Computer Science/Computer Technology unit.

Program Supply list:

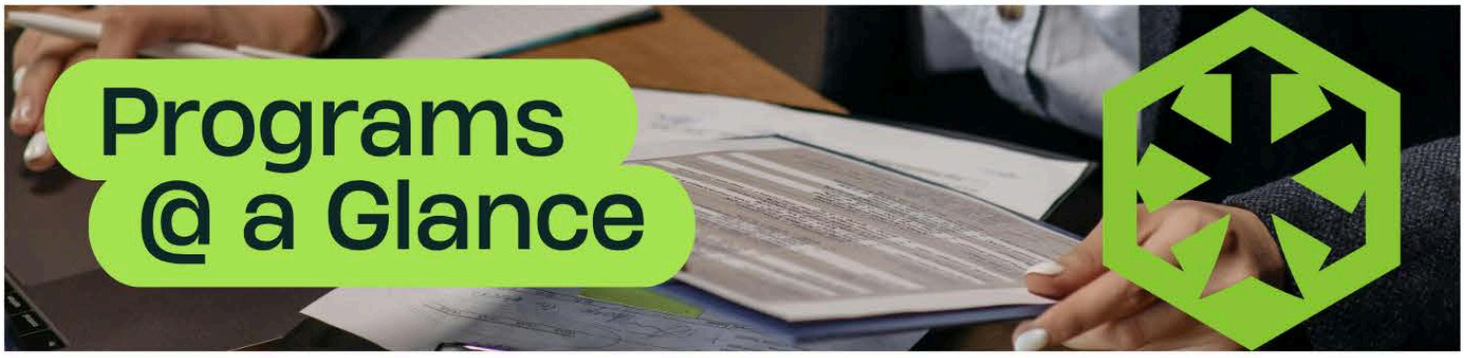
Notebook - $10.00
Business Casual Dress (Wednesdays) - $100

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Business, Management & Administration

Executive Administrative Assistant - BA0026000

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 1 Year
HS Student: 2 Years

Program Description:

Students are provided with higher level content and strategies involving technology and managerial skills needed for success in competitive business careers. Students work with the most up-to-date software and technology as they gain knowledge in office administration, management, accounting, and customer service. Students learn office administration and computer skills utilizing Microsoft Office, Adobe Acrobat, and Intuit QuickBooks software. Industry recognized certifications and college credits are obtainable through this program. Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.

Cost:

Tuition (adults)- $2,160.00
Est. Out-of-Pocket- $110.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$22 - $25/hr

Career Major Information | Total Hours: 960	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Administrative Technologies II*	120
Office Administration and Management*	120
Accounting I	120
Computerized Accounting*	120
Customer Assistance	120
Executive Administrative Assistant Capstone	120

Student Organizations

Business Professionals of America (BPA)

Certifications Available:

Oklahoma Dept. of CareerTech Certifications:
Fundamentals of Technology
Administrative Professional
National Certification Tests:
Microsoft Office Specialist (MOS)
Intuit Quickbooks
Precision Certification Tests:
Business Office Specialist
Accounting I
Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:

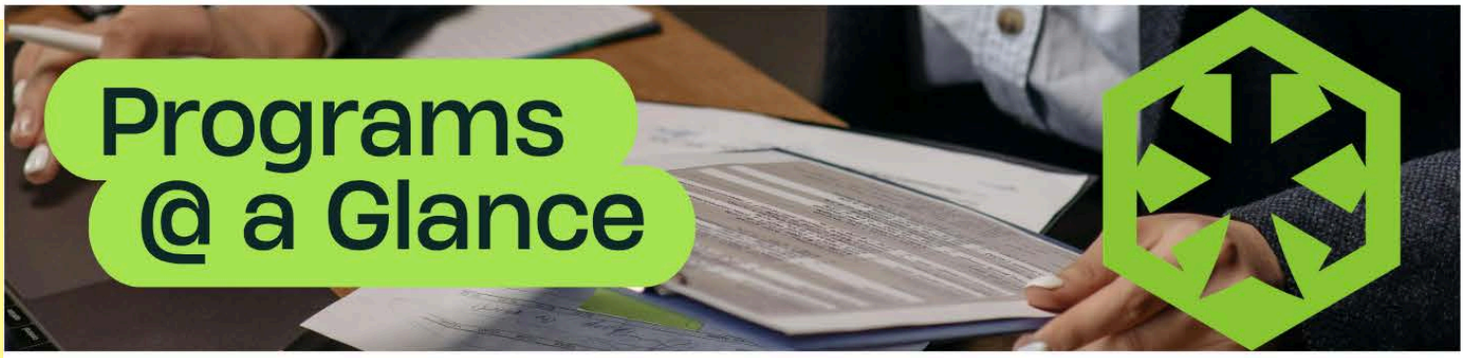
Notebook - $10.00
Business Casual Dress (Wednesdays) - $100

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Finance
Accounting Clerk - FN0016000

Who can Enroll?
Juniors | Seniors | Adults

Schedule
Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion
FT Adult: 5 Months
HS Student: 1 Year

Program Description:
Students are provided with a basic understanding of accounting principles and fundamental office skills. An introductory accounting course and fundamental course in administration technology will ensure the student has what they need to operate in accounting services positions. Students learn office administration and computer skills utilizing Microsoft Office, Adobe Acrobat, and Intuit QuickBooks software. Industry recognized certifications and college credits are obtainable through this program. Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.

Cost:
Tuition (adults)- $1,080.00
Est. Out-of-Pocket- $110.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid
Tribal Assistance
Next Step Scholarship

Average OKC Salary
$20/hr

Career Major Information | Total Hours: 480	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Accounting I	120
Computerized Accounting*	120

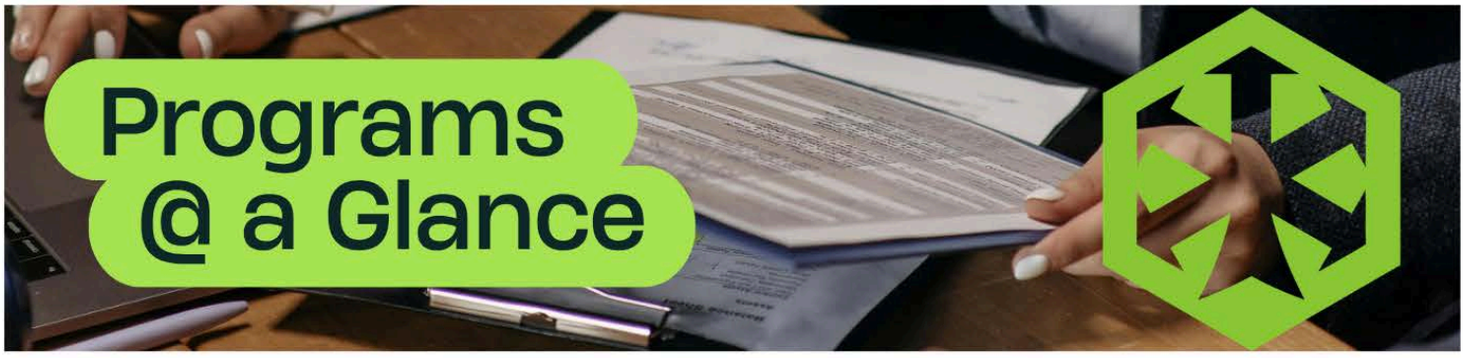
Student Organizations
Business Professionals of America (BPA)

Certifications Available:
Oklahoma Dept. of CareerTech Certifications:
Fundamentals of Technology
Accounts Payable Clerk, Accounts Receivable Clerk
Precision Certification Tests:
Accounting I
National Certification Tests:
Microsoft Office Specialist (MOS)
Intuit Quickbooks
Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:
Notebook - $10.00
Business Casual Dress (Wednesdays) - $100

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Finance

Accounting Associate - FN0016001

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 1 Year
HS Student: 2 Years

Program Description:

Students are provided with important training in financial accounting, analytical skills, and software applications. Students gain advanced knowledge of accounting practices and administrative duties utilizing Microsoft Office, Adobe Acrobat and Intuit QuickBooks software. Students develop an in-depth understanding of accounting concepts and procedures as well as their effects on financial reporting and analysis of business. Accounting associate jobs provide accurate, valued and trusted financial information that is used to make important financial decisions. Industry recognized certifications and college credits are obtainable through this program. Business Professionals of America (BPA) is a career tech student organization that prepares students for the world of work. BPA is integrated into students' training and offers opportunities to develop leadership skills as well as teamwork experiences. Students can attend conferences, compete in events at the state and national level, and help the community through service projects.

Cost:

Tuition(adults)- $2,160.00
Est. Out-of-Pocket- $110.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
Oklahoma's Promise (OHLAP)
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$20/hr

Career Major Information | Total Hours: 960	
Fundamentals of Technology*	120
Fundamentals of Administrative Technologies*	120
Accounting I	120
Computerized Accounting*	120
Payroll Accounting	120
Accounting II	120
Administrative Technologies II*	120
Accounting Associate Capstone	120

Student Organizations

Business Professionals of America (BPA)

Certifications Available:

Oklahoma Dept. of CareerTech Certifications:
Fundamentals of Technology
Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Accounting Clerk, Full Charge Bookkeeper
Precision Certification Tests:
Accounting I, Accounting II, Business Office Specialist
National Certification Tests:
Microsoft Office Specialist (MOS)
Intuit Quickbooks
Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:

Notebook - $10.00
Business Casual Dress (Wednesdays) - $100

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Programs @ a Glance



Health Science
Pre-Nursing - HL0016025

Who can Enroll?
Seniors

Schedule
Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion
HS Student: 1 Year

Program Description:
This program is ideal for students interested in a career in nursing plus diagnostic services. It will provide students with the basic knowledge and skills necessary to assist individuals in residential care, group homes, and sheltered workshops with medication. It includes administration of medications, measuring and charting, vital signs and legal aspects. Embedded is Basic Life Support (BLS) Healthcare Provider CPR training and credentialing. The program allows the student the opportunity to gain advanced standing credit in a licensed practical nurse program. This program also teaches students the methods of drawing blood and practices different techniques of collecting blood from patients and donors.

Cost:
Tuition(OOD)- $1,080.00
Est. Out-of-Pocket- $150.00 - $300.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid
N/A

Average OKC Salary
CNA $13 - $15/hr
Phlebotomy $16 - $18/hr

Career Major Information | Total Hours: 480	
Health Careers Core I	225
Core Healthcare Provider CPR and First Aid	15
Long Term Care Aid	91
Home Health Aid Deeming	16
Phlebotomy Specimen Collection & Processing	30
Phlebotomy Practicum	90
Medical Terminology	13

Student Organizations
HOSA Future Health Professionals

Certifications Available:
Long Term Care/Certified Nurse Aid
Home Health Deeming
Basic Life Support (BLS) Healthcare Provider CPR
Phlebotomy

Program Supply list:
Black Scrubs - $40.00
Tennis Shoes - $50.00 - $100.00
Watch with Second Hand - $10.00
2 Step TB Test - $40.00
Up to Date Immunizations for Clinical - Varied
Background Check - $60.00
Drug Screen - $40

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Health Science

Foundations of Health Careers - HL0046001

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 Year

Program Description:

The one-year Foundations of Health program introduces students to the world of healthcare while earning a science credit through Anatomy and Physiology. Students will also learn medical terminology and explore a variety of health-related careers to help them discover their interests and strengths. This program provides a strong foundation for students who plan to pursue advanced training or careers in the healthcare field.

Cost:

Tuition(adults)- N/A
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

N/A

Average OKC Salary

N/A

Career Major Information | Total Hours: 480	
Anatomy & Physiology*	120
Medical Terminology	45
Career Exploration	90
Health Careers Core	225

Student Organizations

HOSA Future Health Professionals

Oklahoma's Promise approved course for Science unit

Certifications Available:

N/A

Program Supply list:

Scrub Top
Scrub Bottom
Closed Toe Sneakers

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Health Science
Physical Therapy Tech - HL0016014

Who can Enroll?
Juniors | Seniors | Adults

Schedule
Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion
HS Student: 1 Year
Adult Student: 1 Year

Program Description:

Our one-year Physical & Occupational Therapy Technician program prepares students for an exciting career in the healthcare field. Students will learn how to assist licensed physical and occupational therapists in supporting patients as they recover from injuries, regain mobility, and develop skills for daily living. The program combines classroom instruction with hands-on training in anatomy and physiology, patient care techniques, therapeutic exercises, and rehabilitation practices. Graduates will be ready for entry-level employment as a therapy aide or technician and will have a strong foundation for further study in health and rehabilitation careers.

Cost:
Tuition(adults)- $1,080.00
Est. Out-of-Pocket- $100
Certification Exams: EOC
Books: Property of EOC

Student Organization:
HOSA Future Health Professionals

Average OKC Salary
$15-$16/Hour

Career Major Information | Total Hours: 480	
CPR and First Aid	15
Medical Terminology	45
Functional Anatomy	60
Exercise Science	90
Introduction to Therapy Careers	60
Essentials of Physical Therapy/Occupational Therapy	60
Therapeutic Rehabilitation and Modalities for the Therapy Tech	90
Therapy Tech Mentorship	60

Certifications:
Physical Therapy Tech/Aide certification
CPR American Heart Association Basic Life Saver
YouScience Health Science, Introduction
YouScience Medical Terminology (optional)
YouScience Exercise Science and Sports Med (optional)
YouScienceNutrition and Wellness (optional)

Program Supply/Requirement List:
Program EOC Polo
Slacks/Khakis (Non-Athletic)
Clean Tennis Shoes
Analog Watch (Second Hand)
3 Ring Binder/Dividers
Notebook Paper
Background Check, Drug Screen
My Clinical Exchange Account
Up to Date Immunizations

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Hospitality & Tourism

Hospitality & Food Service Assistant I - HT0056001

Who can Enroll?

Juniors | Seniors | HT Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 18 Months
HS Student: 1 Year

Program Description:

The Food Service and Hospitality program provides students with training and experience in the restaurant/hospitality industry, including food handling, food safety, dish washing, catering, and event setup. In addition to learning a job skill, students are taught personal life skills and employability skills such as job readiness and independent living.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Next Step Scholarship

Average OKC Salary

$12 - $22/hr

Career Major Information | Total Hours: 480	
Sanitation and Safety	30
Culinary Applications	120
Hospitality Applications	120
Working in a Restauraunt	30
Using Food Service Equip., Knives & Small Ware	30
Job Readiness	90
Industry Certification	60

Student Organizations

SkillsUSA

Certifications Available:

Serv Safe

Program Supply list:

N/A

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Hospitality & Tourism

Hospitality & Food Service Assistant II - HT0010003

Who can Enroll?

Juniors | Seniors | HT Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 18 Months
HS Student: 1 Year

Program Description:

The Food Service and Hospitality program provides students with training and experience in the restaurant/hospitality industry, including food handling, food safety, dish washing, catering, and event setup. In addition to learning a job skill, students are taught personal life skills and employability skills such as job readiness and independent living.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Next Step Scholarship

Average OKC Salary

$12 - $22/hr

Career Major Information | Total Hours: 480	
Sanitation and Safety II	30
Culinary Applications II	120
Janitorial Applications II	120
Working in a Restauraunt II	30
Using Food Service Equip., Knives & Small Ware II	30
Job Readiness	90
Industry Certification II	60

Student Organizations

SkillsUSA

Certifications Available:

Serv Safe

Program Supply list:

N/A

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Human Services

Early Care & Education Teacher Assistant - HM0016004

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This career major is a foundation for advanced-level early care and education coursework. It is aligned with the Oklahoma CareerTech duty/task lists for early care and education occupations. Incorporating state licensing regulations and national standards, students will meet the Teacher Assistant requirements. Embedded within this course is Basic Life Support (BLS) Healthcare Provider CPR training and credentialing. All students will complete CPR training.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Next Step Scholarship
Tribal Assistance

Average OKC Salary

$11-$12/hr

Career Major Information | Total Hours: 480	
Observing and Recording Children's Behavior	120
Planning a Safe, Healthy Learning Environment	120
Advancing Children's Physical and Intellectual Development	120
Supporting Children's Social and Emotional Development	120

Student Organizations

Family Career and Community Leaders of America (FCCLA)

Certifications Available:

Entry Level Child Care Training (ELCCT)
Assistant Teacher
Basic Life Support (BLS)
Healthcare Provider CPR

Program Supply list:

N/A

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Human Services

Early Care & Education Master Teacher - HM0016000

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 8 Months
HS Student: 2 years

Program Description:

This career major prepares students to be licensed teachers in the early care and education facilities responsible for general supervision, development, and education of children. In addition to learning how to attend to children's basic needs, students learn to organize activities that stimulate a child's physical, emotional, intellectual, social and creative growth. Instruction occurs in the classroom and laboratory as well as supervised practicum experience. Successful completion of Master Teacher curriculum with three months full-time experience meets the Licensing and Stars criteria of Oklahoma for Master Teacher. Embedded within this course is Basic Life Support (BLS) Healthcare Provider CPR training and credentialing. All students will complete CPR training.

Cost:

Tuition(adults)- $2,160.00
Est. Out-of-Pocket- N/A
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$15-$16/hr

Career Major Information | Total Hours: 960	
Observing and Recording Children's Behavior	120
Planning a Safe, Healthy Learning Environment	120
Advancing Children's Physical and Intellectual Development	120
Supporting Children's Social and Emotional Development	120
Understanding Principles of Child Development and Learning	120
Building Productive Relationships with Families	120
Managing an Effective Program	120
Maintaining a Commitment to Professionalism	120

Student Organizations

Family Career and Community Leaders of America (FCCLA)

Certifications Available:

Entry Level Child Care Training (ELCCT)
Assistant Teacher
Basic Life Support (BLS) Healthcare Provider CPR
Master Teacher
Associate Teacher (College Credit)

Program Supply list:

N/A

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Information Technology

Information Technology Technician - IT0026002

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HT Adult: 2 years
HS Student: 2 years

Program Description:

The Information Technology program at EOC Tech provides students with hands-on training and the foundational skills needed to launch a successful career in the technology industry. Throughout the program, students will work toward earning three industry-recognized certifications: CompTIA A+, CompTIA Network+, and CompTIA Security+. These certifications are highly valued by employers nationwide and will give you a competitive edge as you enter the workforce or continue your education in the IT field.

Cost:

Tuition(adults)- $2,160.00
Est. Out-of-Pocket- $20.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$32-$38/hr

Career Major Information | Total Hours: 960	
Fundamentals of Technology*	120
IT Basics - A+ Certification Prep	340
Network +	240
Security +	240
Career Readiness Capstone	20

Student Organizations

SkillsUSA

Certifications Available:

CompTIA Certifications:
A+, Network+,
Security+, Server+, Linux+

Program Supply list:

Program Shirt - $20.00

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Programs @ a Glance

Manufacturing
Welding I - MN0116002

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 8 Months
HS Student: 2 year

Program Description:

This career major introduces students to common welding and cutting processes used in the metal fabrication of structural steel. Students are introduced to Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Air Carbon Arc Cutting, metal preparation and heat treating. Students are also introduced to blue print reading and construction of items according to specifications.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- $120.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$21- $24/hr

Career Major Information | Total Hours: 480	
General Safety	45
Oxyfuel Cutting	30
Welding Fundamentals	45
Shielded Metal Arc Welding	120
Gas Metal Arc Welding	120
Flux Core Arc Welding	120

Student Organizations

SkillsUSA

Certifications Available:

AWS Welding Certification
Oklahoma Dept. of Labor Welding Cert.
Forklift Certification
OSHA 10 Hour Course

Program Supply list:

Welding Hood, Gloves, Denim Shirt, Boots, Lock for Shop Locker

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Manufacturing
Welding II - MN0011610

Who can Enroll?
Seniors I Adults

Schedule
Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion
FT Adult: 7 Months
HS Student: 2 years

Program Description:
This career major teaches students quality welding for a variety of construction and manufacturing jobs using multiple structural welding techniques. Instruction covers welding theory and safety, fabrication, layout, print readings, symbols, math, welding codes, metal characteristics/properties and Oxy-Fuel cutting. Students learn to perform high quality welds in accordance with welding procedure specifications used in a variety of welding occupations. Students also gain an introduction to pipe welding skills using SMAW, FCAW, and GTAW techniques.

Cost:
Tuition(adults)- $2,160.00
Est. Out-of-Pocket- $120.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid
Pell Grant/OTAG
OK Promise
Tribal Assistance
Next Step Scholarship

Average OKC Salary
$21- $24/hr

Career Major Information | Total Hours: 960

General Safety	45	Flux Core Arc Welding	120
Shielded Metal Arc Welding	120	Oxyfuel Cutting	30
Gas Metal Arc Welding	120	Welding Fundamentals	45
Welding Plans and Symbols	120	Pipe Uphill and Downhill Welding	120
Gas Tungsten Arc Welding	120	Career Major Capstone	120

Student Organizations
SkillsUSA

Certifications Available:
AWS Welding Certification
Oklahoma Dept. of Labor Welding Cert.
Forklift Certification
OSHA 10 Hour Course

Program Supply list:
Welding Hood, Gloves, Denim Shirt, Boots, Lock for Shop Locker

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Programs @ a Glance

Manufacturing
Welding | Metal Fabrication - MN0116003

Who can Enroll?

Seniors I Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HT Adult: 7 Months
HS Student: 1 years

Program Description:

This career major teaches students quality welding for a variety of construction and manufacturing jobs using multiple structural welding techniques. Instruction covers welding theory and safety, fabrication, layout, print readings, symbols, math, welding codes, metal characteristics/properties and Oxy-Fuel cutting. Students learn to perform high quality welds in accordance with welding procedure specifications used in a variety of welding occupations. Students also gain an introduction to pipe welding skills using SMAW, FCAW, and GTAW techniques.

Cost:

Tuition(adults)- $1,080.00
Est. Out-of-Pocket- $120.00
Certification Exams: EOC
Books: Property of EOC

Financial Aid

Pell Grant/OTAG
OK Promise
Tribal Assistance
Next Step Scholarship

Average OKC Salary

$21- $24/hr

Career Major Information | Total Hours: 480	
General Safety	45
Gas Tungsten Arc Welding	120
Advanced Gas Tungsten Arc Welding	120
Fundamentals of Metal Fabrication	120
Career Major Capstone	75

Student Organizations

SkillsUSA

Certifications Available:

AWS Welding Certification
Oklahoma Dept. of Labor Welding Cert.
Forklift Certification
OSHA 10 Hour Course

Program Supply list:

Welding Hood, Gloves, Denim Shirt, Boots, Lock for Shop Locker

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Programs @ a Glance

Science, Technology, Engineering & Mathematics
STEM Pathway I- SC0010008

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This is a one-year program for student interested in expanding their STEM exposure in preparation for college work. Students must be currently enrolled in, or have finished Algebra 2. This program emphasizes robotics and coding, which includes circuit logic and creation plus Arduino coding, and Environmental Topics which emphasizes STEM's potential to affect local and global environmental issues. Eight college credit hours are possible with this program.

Cost:

Tuition(Adults)- N/A
Est. Out-of-Pocket- $190
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

N/A

Average OKC Salary

N/A

Career Major Information | Total Hours: 480	
STEM Core 8869	120
PLTW Digital Electronics (Digital Circuits)	120
Physics I (EOC Physics)	120
Principles of Engineering (Robotics & Coding)	120

Student Organizations

SkillsUSA

Certifications Available:

N/A

Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:

TI-84 Graphing Calculator- $120
or TI-nSpire CX CAS Calculator- $180
3 Ring Binder- $5
Paper- $3
Pencils- $2

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Programs @ a Glance

Science, Technology, Engineering & Mathematics
STEM Pathway II- SC0010008

Who can Enroll?

Seniors
(who have Completed STEM Pathway I)

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This is a second-year option for students who enjoyed the STEM PATHWAYS program their junior year and wish to return as seniors. Rose State College courses will be facilitated on the EOC campus on behalf of the students, with tutoring and academic help available on campus as well. Sixteen college credit hours are possible with this option through concurrent enrollment.

Cost:

Rose State College- Tuition, Fees & Books
Est. Out-of-Pocket- Varies
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

N/A

Average OKC Salary

N/A

Career Major Information | Total Hours: 960

Year 1 Courses	
STEM Core 8869	120
PLTW Digital Electronics(Digital Circuits)* 8711	120
Physics I (EOC Physics)	120
Principles of Engineering (Robotics & Coding) 8710	120
Year 2 Courses	
RSC College Algebra	120
RSC Chemistry I or Engineering Chemistry	120
RSC Calculus I or Calculus II	120
RSC Physics I	120

Student Organizations

SkillsUSA

Certifications Available:

N/A

Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:

TI-84 Graphing Calculator- $120
or TI-nSpire CX CAS Calculator- $180
3 Ring Binder- $5
Paper- $3
Pencils- $2

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Programs @ a Glance

Science, Technology, Engineering & Mathematics
STEM Pathway II- SC0010008

Who can Enroll?

HS Seniors
(who have Completed STEM Pathway I)

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:

This is a second-year option for students who enjoyed the STEM PATHWAYS program their junior year and wish to return as seniors. Rose State College courses will be facilitated on the EOC campus on behalf of the students, with tutoring and academic help available on campus as well. Sixteen college credit hours are possible with this option through concurrent enrollment.

Cost:

Rose State College- Tuition, Fees & Books
Est. Out-of-Pocket- Varies
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

N/A

Average OKC Salary

N/A

Career Major Information | Total Hours: 960

Year 1 Courses	
STEM Core 8869	120
PLTW Digital Electronics(Digital Circuits)* 8711	120
Physics I (EOC Physics)	120
Principles of Engineering (Robotics & Coding) 8710	120
Year 2 Courses	
RSC College Algebra	120
RSC Chemistry I or Engineering Chemistry	120
RSC Calculus I or Calculus II	120
RSC Physics I	120

Student Organizations

SkillsUSA

Certifications Available:

N/A

Oklahoma's Promise approved course for Computer Science/Computer Technology Unit.

Program Supply list:

TI-84 Graphing Calculator- $120
or TI-nSpire CX CAS Calculator- $180
3 Ring Binder- $5
Paper- $3
Pencils- $2

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Programs @ a Glance

Transportation, Distribution, & Logistics
Automotive Service Technician- ASE Aligned- TR0156602

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 1 years
HS Student: 2 years

Program Description:
Students in this major will cover the skills necessary to become an entry-level technician. Students will concentrate on courses in introduction, brakes, steering & suspension, electrical/electronics, engine performance, heating and air conditioning, engine repair, automatic transmission, and manual drivetrain & axles. Students will learn how to diagnose and complete brake service, perform vehicle steering & suspension alignment, as well as electronic theory, and electrical/electronic diagnostics. Students will cover engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This career major includes automotive heating and air conditioning. The student will learn how to evacuate and recharge air conditioning systems using the proper refrigerant, as well as diagnostics of the heat and air conditioning systems. This career major is intended to provide courses closely aligned with NATEF hours and tasks. ASE certification is recommended and industry-recognized.

Cost:

Tuition(Adults)- $2,238.75
Est. Out-of-Pocket- $44.00
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship
Pell Eligable
OK Promise
OTAG

Average OKC Salary

$24-$29/hr

Career Major Information | Total Hours: 960

Automotive Brakes*	95	Automotive Heating & Air Conditioning*	70
Automotive Steering & Suspension*	95	Automotive Automatic Transmission & Transaxle*	80
Automotive Electrical/Electronics*	210	Automotive Manual Drive-Train & Axles*	80
Automotive Engine Performance*	160	Safety | Workforce Training	40
Automotive Engine Repair*	130	*Course is ASE Aligned	

Student Organizations

SkillsUSA

Certifications Available:

Engine Repair
Automatic Transmissions
Manual Transmissions & TransAxles
Suspension and Steering Brakes
Electrical/Electronic Systems
Heating & Air Conditioning
Engine Performance
General Service Technician

Program Supply list:

2 Program Shirts - $44.00

To view the full cost of attendance, please visit the 2026-27 Cost of Attendance Document

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Transportation, Distribution, & Logistics

Automotive Service Technician- ASE Aligned- TR0156602

Who can Enroll?

Juniors | Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 1 years
HS Student: 2 years

Program Description:

Students in this major will cover the skills necessary to become an entry-level technician. Students will concentrate on courses in introduction, brakes, steering & suspension, electrical/electronics, engine performance, heating and air conditioning, engine repair, automatic transmission, and manual drivetrain & axles. Students will learn how to diagnose and complete brake service, perform vehicle steering & suspension alignment, as well as electronic theory, and electrical/electronic diagnostics. Students will cover engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This career major includes automotive heating and air conditioning. The student will learn how to evacuate and recharge air conditioning systems using the proper refrigerant, as well as diagnostics of the heat and air conditioning systems. This career major is intended to provide courses closely aligned with NATEF hours and tasks. ASE certification is recommended and industry-recognized.

Cost:

Tuition(Adults)- $2,1,60.00
Est. Out-of-Pocket- $44.00
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship
Pell Eligable
OK Promise
OTAG

Average OKC Salary

$24-$29/hr

Career Major Information | Total Hours: 960

Automotive Brakes*	95	Automotive Heating & Air Conditioning*	70
Automotive Steering & Suspension*	95	Automotive Automatic Transmission & Transaxle*	80
Automotive Electrical/Electronics*	210	Automotive Manual Drive-Train & Axles*	80
Automotive Engine Performance*	160	Safety | Workforce Training	40
Automotive Engine Repair*	130	*Course is ASE Aligned	

Student Organizations

SkillsUSA

Certifications Available:

Engine Repair
Automatic Transmissions
Manual Transmissions & TransAxles
Suspension and Steering Brakes
Electrical/Electronic Systems
Heating & Air Conditioning
Engine Performance
General Service Technician

Program Supply list:

2 Program Shirts - $44.00

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Programs @ a Glance

Transportation, Distribution, & Logistics
Non-Structural Repair Technician- TR0156011

Who can Enroll?

Juniors | Seniors

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

HS Student: 1 year

Program Description:
Students in this major will learn how to complete non-structural collision repair and automotive refinishing. The courses that will be covered include non-structural damage analysis and minor dent repair, plastics repair and all aspects of painting and refinishing. Students will also learn how to use various tools in repairing damage and will learn to remove and install handles, moldings, trim, and bolted body parts. In addition, the student will learn to MIG weld to industry standard following I-CAR standards. This career major also includes painting preparation, sanding processes, color matching and adjusting color, removing and installing glass, and the process of written estimates. Students will learn about handling, storage and disposal of hazardous materials and selecting proper personal protective equipment and maintenance. The hours completed in this career major are aligned with ASE standards.

Cost:

Tuition(Adults)- N/A
Est. Out-of-Pocket- $44.00
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship
Pell Eligable
OK Promise
OTAG

Average OKC Salary

$20/hr

Career Major Information | Total Hours: 480	
Introduction to Collision Repair Technology	30
Intro to Auto Detailing	10
Auto Collision Mig (GMAW) Welding	70
Auto Collision Trim and Hardware	30
Auto Collision Written Estimating	30
Auto Collision Non-Structural Metal	80
Auto Collision Plastic Component Repair and Replace	60
Automotive Glass Replacement	60
Auto Body Panel Adjustment & Alignment	60
Auto Collision Damage Analysis	40
Career Major Capstone	10

Student Organizations

SkillsUSA

Certifications Available:

I-CAR

Program Supply list:

N/A

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Transportation, Distribution, & Logistics

Combination Collision Repair Technician- TR0156003

Who can Enroll?

Seniors | Adults

Schedule

Monday-Friday
AM Session: 8am-11am
PM Session: 12pm-3pm

Estimated Completion

FT Adult: 9 months
HS Student: 2 years

Program Description:

Students in this major will learn how to complete non-structural collision repair and automotive refinishing. Courses included are non-structural damage analysis and minor dent repair, plastics repair and all aspects of painting and refinishing. Students will also learn how to use various tools in repairing damage and will learn to remove and install handles, moldings, trim, and bolted body parts. The student will learn to MIG weld to industry standard following I-CAR standards. This career major also includes painting preparation, sanding processes, color matching and adjusting color, removing and installing glass, and the process of written estimates. Students will learn about handling, storage and disposal of hazardous materials and selecting proper personal protective equipment and maintenance. The hours completed in this career major are aligned with ASE standards.

Cost:

Tuition(Adults)- $2,160.00
Est. Out-of-Pocket- $44.00
Certification Exams: EOC
EOC Books: Property of EOC

Financial Aid

Tribal Assistance
Next Step Scholarship
Pell Eligable
OK Promise
OTAG

Average OKC Salary

$20/hr

Career Major Information | Total Hours: 960	
Automotive Detailing	60
Auto Collision Non-Structural Metal Straightening/Repair	80
Introduction to Collision Repair Technology	30
Auto Collision Written Estimating	30
Auto Collision Damage Analysis	40
Auto Collision MIG(GMAW) Welding	70
Auto Collision Trim & Hardware	30
Auto Collision Plastic Component Repair & Replace	60
Automotive Glass Replacement	60
Refinishing Color Adjustment	75
Refinishing Preparation	125
Auto Body Panel Adjustment and Alignment	60
Refinish Blending & Painting Defect	105
Refinish Application	125
Career Capstone	10

Student Organizations

SkillsUSA

Certifications Available:

I-CAR

Program Supply list:

N/A

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Sophomore Elective Program
EXPLORE

Who can Enroll?

Sophomores ONLY

Schedule

Monday-Friday
AM Session: HHS, JHS, CHS
PM Session: JHS, LHS, HHS

Estimated Completion

One Semester

Program Description:
The Explore experience is an 85-minute daily class for Sophomores on the EOC Tech Center campus. Students spend one semester in the EXPLORE program and receive an initial four week orientation to the CareerTech and college connection, career assessment through OKCareerGuide.com, career planning, and general safety. After completing the orientation period, students choose up to five programs to explore for three week rotation periods at a time. Students may choose from the courses below.

Transportation

Busses provided by EOCTech only

Sending School Hours

Harrah HS: 6th & 7th hour
Jones HS: 1st & 2nd hour
Choctaw HS: 2nd or 3rd hour
Luther HS: 5th hour

For More Info:

Contact Student Services

Career Majors: Able to Choose up to 5	
3D Design & Modeling	Graphic Design
Accounting	Hospitality & Food Service
Automotive Service Technician	HVAC
Basic Firefighter	Information Technology
Business, Management, & Administration	Pre-Nursing
Combination Collision Repair	Physical Therapy Technician
Digital Cinema	Residential/Commercial Electrician's Asst.
Digital Photography	STEM Pathways
Early Care & Education	Welding
Foundations of Health Careers	

Helpful Attributes

Creativity
Dependability
Positive Attitude
Punctuality
4Rs

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Health Science
Firefighter-EMT Academy -HL0020061

Who can Enroll?
Adults, by Application Only

Schedule
Monday-Friday
Session: 8:30am-4:30pm
Fall: July-December
Spring: January-June

Estimated Completion
5 Months

Program Description:
This career major includes both EMT Basic and Fire Portion coursework. In EMT Basic, students will earn Core 1st Aid, Healthcare Provider CPR, airway management, how to perform patient assessment, response and treatment of patients in common medical emergencies as well as management of trauma patients. They gain fundamental knowledge of EMT operational roles and responsibilities, including ethics, to ensure sage and effective response, scene management, and transport of patients. Students must obtain EMT Basic certification by passing the National Registry of EMT Basic exam (NREMTB) to work in the EMT field. In the Fire Portion, coursework focuses on fire prevention, safety, investigation, terminology, detection, suppression, building construction, fire and emergency services and fire department organization and management.
PREREQUISITE: High school Diploma or Equivalent

Cost:
School Charges: $4,741.00
Est. Out of Pocket: $1,503.00
Total: $6,244.00
*Detailed Pricing in Application Packet

Financial Aid
Tribal Assistance
Oklahoma's Promise
Pell Grant/OTAG
VA

Average OKC Salary
$24-$31/hr

Career Major Information | Total Hours: 818

AHA BLS CPR	7	Hazardous Materials Awareness	8
EMT Basic	351	Hazardous Matrials Operations	40
EMT Basic National Registry Psychomotor	8	Hazardous Materials Operations Certification	8
Firefighter 1	96	Basic Vehicle Extracation	14
Firefighter 1 Certification Testing	8	Fire Academy Job Readiness	121
Firefighter 1 Live Burn	8	Firefighter Physical Training (EMT)	45
Firefigther II	40	Firefighter Physical Training (FIRE)	38
Firefighter II Certification Testing	8	TIMS (Traffic Incident Management System)	4
Flammable Liquids and Gases	14		

Certifications Available:
Core Healthcare Provider CPR
Firefighter I
HazMat Awareness
Firefighter II
HazMat Operations
Basic Vehicle Extrication
Live Fire
FLAG

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Health Science
EMT Academy -HL0010011

Who can Enroll?

Adults, by Application Only

Schedule

Monday-Friday
Session: 8:30am-4:30pm
Fall: July-Sept.
Spring: January-March

Estimated Completion

2.5 Months

Program Description:

Core 1st Aid and Healthcare Provider CPR is included in this Career Major. Students in this major learn about airway management, how to perform patient assessment, response and treatment of patients in common medical emergencies as well as management of trauma patients. They gain fundamental knowledge of EMS operational roles and responsibilities, including ethics, to ensure safe and effective response, scene management, and transport of patients. Students practice in a variety of settings chosen by the instructor. **PREREQUISITE: High school Diploma or Equivalent**

Cost:

School Charges: $1,596.50
Est. Out of Pocket: $1,128.00
Total: $2,724.50
*Detailed Pricing in Application Packet

Financial Aid

Tribal Assistance
VA

Average OKC Salary

$20-$24/hr

Career Major Information | Total Hours: 366	
AHA BLS CPR	7
EMT Basic	351
EMT Basic National Registry Psychoomotor	8

Certifications Available:

Core Healthcare Provider CPR
National Registry for EMT Basic(NREMTB)

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PERSONNEL REPORT

Attachment A

Employments:

Sarah Bussell – Explore Program Coordinator (10 month contract)

Sarah Bussell – Extra Duty Curriculum Development (July)

Curt Potts – Electrical Trades Instructor (10 month contract)

Curt Potts – Extra Duty Curriculum Development (July)

Resignations:

Sue Whalen – Custodian effective 6-29-2026