

Welcome to Northeast Technology Center!

To Our Students:

We are glad that you have chosen Northeast Technology Center for your career preparation. By choosing to attend one of our four campuses, you are joining over 10,000 successful graduates who have completed training here since our doors opened in 1973.

Our goal is to keep pace with changing technology and to provide you with the best instruction and latest equipment to help you achieve your career goals.

As we have responsibilities to assist you with your training, there are certain responsibilities and obligations that you have as well. This handbook is offered as a guide to help you know our expectations of you while a student here at NTC.

### The Administration, Faculty, and Staff

Afton Campus	Claremore Campus	Kansas Campus	Pryor Campus
P.O. Box 219	1901 N. Hwy 88	P.O. Box 30	P.O. Box 825
Afton, OK 74331	Claremore, OK 74017	Kansas, OK 74347	Pryor, OK 74362
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918-257-8324	918-342-2029	918-868-3535	918-825-5555
918-540-1111	918-342-2060		918-341-8324

## **NTC School Board**

Mr. Billy Hendrickson, President

Mr. John Long, Vice President

Mr. Joe Hutchison, Clerk

Mr. Justin Miller, Member

Ms. Rosalie Griffith, Member

## **NTC District Employees**

Fred Probis.....Superintendent  
Roger Crutchfield.....Deputy Superintendent  
Stella Dotson .....District Coordinator, Health Occupations Programs  
Lavonne Reavis.....Financial Aid Coordinator

## **Faculty and Staff Afton Campus**

Dr. Patty Tipton..... Assistant Superintendent  
Mike Reece..... Adult Education Coordinator  
DeWayne Mead .....Director of Student Services  
Kathy Bergman .....Career Advisor  
Laura Bryant ..... Health Careers Certification Instructor  
Leta Carson ..... Cosmetology Instructor  
Teresa Colby ..... Practical Nursing Instructor  
Nancy Dehart ..... Health Careers Certification Instructor  
Clint Siegrist.....Carpentry Instructor  
Jim Harlan .....Auto Collision Repair Technology Instructor  
Stephanie Hart ..... Practical Nursing Instructor  
Lisa Humble.....Academic Resource Center  
Dan Ipock ..... Electrical Technology Instructor  
Brandon Millikan.....Diesel Technology Instructor  
J.R. Morris .....I.T. and Financial Services Instructor  
Jenean Perryman .....Culinary Arts Instructor  
Cindy Hammack.....Math Instructor  
Steve Street ..... Auto Service Technology Instructor  
Jeff Tipton.....Welding Technology Instructor  
Donna Victor ..... Domestic Occupational Services Instructor  
Earlene White ..... Interactive Media and Graphics Instructor  
Ron White ..... Industrial Occupational Services Instructor  
Terry Williams ..... Marine Power Technology Instructor

## **Faculty and Staff Claremore Campus**

Rick Reimer ..... Assistant Superintendent  
Melissa Overcash. ....Adult Education Coordinator  
Tobie Gatewood.....Career Advisor  
Nancy Harris.....Health Careers Certification Instructor  
Jodi Bell ..... Practical Nursing Instructor  
Karen Flatt .....Practical Nursing Instructor  
Brook Easton .....Environmental and Spatial Technology Instructor  
Shawn Christian.....Computer Aided Manufacturing Instructor  
Jacy Soliz.....Math Instructor  
Ron Stearnes .....Home Technology Integration Instructor

## **Faculty and Staff Kansas Campus**

Greg Mitchell..... Assistant Superintendent  
Mike Seifried ..... Adult Education Coordinator  
Kathy Bergman .....Career Advisor  
Nita Beck ..... Practical Nursing Instructor  
Wade Friesen ..... Electrical Technology Instructor  
Stacey Gillespie ..... Practical Nursing Instructor  
Crystal Kramer..... Business Management/Administration Instructor  
Rhonda King..... Health Careers Certification Instructor  
Jenny Morgan..... Health Careers Certification Instructor  
David Sampson ..... Automotive Service Technology Instructor  
Cindy Hammack.....Math Instructor  
Janet Trimble ..... Practical Nursing Instructor  
Corey Winesburg.....Welding Technology Instructor

## **Faculty and Staff Pryor Campus**

Debby Peaster ..... Assistant Superintendent  
Melissa Overcash ..... Adult Education Coordinator  
Katie Buchanan..... Director of Student Services  
Tobie Gatewood.....Career Advisor  
Shelly Blaylock ..... Practical Nursing Instructor  
Craig Cooper ..... Modern Industrial Technology Instructor  
Tasha Lunsford ..... Practical Nursing Instructor  
Ray Darnell..... Auto Collision Repair Technology Instructor  
Jennifer Ford ..... Health Careers Certification Instructor  
Bill Joice ..... Automotive Service Technology / MLR Instructor  
Bobby Lamont ..... Construction Trades Instructor  
Lester Leak ..... Electrical Technology Instructor  
Debbie Hendrix ..... Health Careers Certification Instructor  
Trent Peper ..... Diesel Technology Instructor  
Debbie Qualls ..... Cosmetology Instructor  
Jeff Smith ..... Welding Technology Instructor  
Linda Smith ..... Marketing / Management Education Instructor  
Jacy Soliz.....Math Instructor  
Paula Walters.....Office Administration & Multimedia Production Instructor  
Scott Van Tuyl ..... Culinary Arts Instructor

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## **General Information**

Northeast Technology Center is the premier training facility in northeast Oklahoma. Classes include both high school and adult students. Classes are held from 8:30 AM to 11:30 AM and from 12:30 PM to 3:30 PM. High school students may attend either the morning session or the afternoon session with the other part of the school day spent in the home high school. Adults may attend either half-day or full day. High school students enrolled at NTC may earn three units of credit per year which may apply toward graduation from their home high school. NTC's Practical Nursing (PN) program has a separate handbook and policy manual, which augments this student handbook. The PN manual supersedes policies in this handbook in cases where policies vary.

Full copies of all Board policies may be viewed online at [www.netech.edu](http://www.netech.edu) or in person at any of NTC's campuses or the Superintendent's office.

## **Conduct**

Since our goal is to prepare you for the work place, we expect professional conduct at all times. Instructors and staff members should be addressed by "Mr." or "Ms." and should be shown the respect you would show to an employer. You are also expected to do your part in keeping the grounds and buildings clean and attractive.

We expect all students to treat others as you want to be treated. Because you will often be working with and around potentially dangerous tools and machinery, it is important that you adhere to strict rules of conduct. Should disciplinary action become necessary, steps may include, but not be limited to, the following: verbal warnings, written assignments, special duty assignments, suspension, or other actions deemed appropriate for the circumstances.

Your instructor will review safety practices and guidelines that will apply to your course of instruction and give you safety exams to insure your understanding. Applying these on a daily basis will enable you to safely function within the shop area without constant supervision.

## **Student Dress**

Students' dress and grooming shall not disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the Board of Education is prohibited. Students should not dress in extreme styles that distract others.

Northeast Technology Center is preparing you for a career in industry. Therefore, you are encouraged to be appropriately dressed at all times. The instructor will determine if any article of clothing constitutes a safety hazard and will make recommendations accordingly. Students may be required to wear coveralls, carpentry overalls, industrial aprons, or other appropriate dress for safety reasons and to protect their clothing.

This policy will also apply to extracurricular activities sponsored by the technology center. The administration will have final say of what is or what is not appropriate.

## **Insurance**

It is highly recommended that those students who are not covered under family insurance and hospitalization plans purchase an accident policy. The NTC Board of Education does not assume the responsibility for the payment of hospital, ambulance, or doctor fees.

## **Equipment, Books, and Tools**

Northeast Technology Center is proud of its facilities and hopes that each student will accept ownership and take pride in the facilities and equipment. Students are expected to maintain school property in such a manner as to benefit future students.

Students enrolled at NTC will be working with expensive equipment. Part of the course training will be knowing how to service and take care of this equipment. Students are expected to treat all equipment, books, tools, and classrooms with great care and act professionally with all school property.

## **Equipment, Books, and Tools (Cont.)**

Equipment that is damaged or broken while in use should be reported to the instructor immediately so that it can be removed from use and repaired without further damage.

In classes where books, tools, or other equipment are checked out to the student, the student becomes liable for the items and must replace any lost or stolen items before final grades are issued.

Students who willfully destroy or vandalize school property will be required to pay for losses or damages, and may also face suspension, expulsion, or other disciplinary actions.

## **Student Organizations**

Our student organizations provide opportunities for leadership development. All students are encouraged to participate in the organization appropriate to their career major. If students have committed to participate in student contests and registration has been paid for them by NTC, the students will be responsible for repaying all costs should they miss the contest. Exceptions may be granted in the event of an accident, illness, or other circumstance beyond the student's control.

Each campus also has a chapter of the prestigious National Technical Honor Society. Students who possess a 3.25 grade point average (GPA) in their NTC career major, a 3.0 overall GPA (high school and NTC), a 10th grade achievement level based on the TABE (Test of Adult Basic Education) test, and membership in their respective student organization may apply. The requirements are the same for adult students except for the overall GPA.

Students who qualify will go through an interview process. Successful candidates will be inducted into their local chapter complete with full membership privileges. Members will take leadership roles on campus and may be used as spokespersons for NTC in recruitment efforts.

## **Moment of Silence**

In accordance with Oklahoma State Law, a moment of silence will be held at the start of the school day. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## **Bad Weather Contact Information**

On occasion, due to snow or other winter weather, it will be necessary to cancel classes at Northeast Tech. The administrative staff will notify the local media in the event of school closings.

**Please Note:** NTC has four campuses. Be sure to carefully read or listen to the school closings to see if it is, indeed, your campus that is closed. Just because one of the four campuses is closed does not mean that the other three are closed as well. You may call your campus directly to see if it is open or closed. Each campus may also notify its faculty and students via the School Reach phone notification system. You may also check the school website [www.netech.edu](http://www.netech.edu) for school closing information.

## **Break Room Rules**

Each program on campus is given a 15-minute break in the morning and afternoon sessions. Food is available from the food service facility or from vending machines located near the break room and in certain shop areas. Students must make an effort to keep the break room areas clean.

## **Use of Tobacco on School Property**

Smoking, the use of snuff, chewing tobacco, or the use of any other form of tobacco product is prohibited in the buildings or on the grounds of the district at all times by high school students. Post-secondary students may smoke only in designated areas outside and only during breaks. State law prohibits high school students from breaking in designated smoking areas.

## **Not Responsible for Personal Property**

NTC is not responsible for loss or theft of personal property while on NTC premises. Personal property is the sole responsibility of the individual.

## **Telephones**

School phones are for school business only. On all incoming calls to students (except emergencies) a message will be taken and put in the instructor's mail box. In case of emergency, the campus' main office may be contacted and students will be immediately notified. School phones may then be used by school employees to aid the student in contacting the necessary persons regarding the emergency.

## **Students Becoming Ill While at School**

Students who become ill while at school will immediately notify their instructor and report to the office. For high school students, NTC will first attempt to contact a parent or guardian. We ask that parents or guardians of high school students pick them up from school and sign them out in order for them to leave. If it is impossible for a parent or guardian to pick the student up, they may still give their permission for the student to leave campus. For adult students, they may sign themselves out in order to leave campus. No student may leave campus without first being granted permission to do so. However, in the event it is impossible to reach a parent or guardian of a high school student, the student will remain on campus, removed from their classroom, but supervised by a member of the staff.

## **Medication**

If it becomes necessary for a student to take any form of medication while at NTC, a signed note from the parent or guardian, or documentation from the adult student, must be presented to the main office of the campus. If the medication is to be taken over a period of time during school hours, a form is to be picked up at the office for the parent/guardian or adult student to fill out and return to the office. All medication will be kept and dispensed through the main office unless it is required by the doctor to be kept by the student at all times.

## **Visitors**

Visitors may be allowed to visit students during class but only with advanced permission of the instructor and the campus director. All visitors to campus must check in at the Administration Office. No one dropping off or picking up students is allowed to loiter on campus after classes begin, or arrive to pick up students more than 5 minutes before the end of class.

## **Student Records and Placement**

Detailed records will be kept on each student. The record system will include such information as appearance, character, and safety consciousness. The records are kept in order to assist the staff in job placement and to answer accurately inquiries from prospective employers. Assistance will be given to all qualified students toward job placement. This service does not guarantee employment, and unqualified students will not be recommended to industry.

## **Release of Student Records**

In accordance with the Family Educational Rights and Privacy Act of 1974, parents and eligible students (those 18 or older) have the right to inspect the educational records of a student. Educational records include all material containing information that directly relates to the student and is maintained by the district as a student file under administrative custody.

The student's permanent file may include educational records such as individual test scores, grades, Individual Education Plan (I.E.P.) information, on-the-job training information, disciplinary action, medical releases, instructor's evaluation, state board applications, practical nursing contract agreements, General Education Development (GED) scores, or high school transcripts.

Also included is directory information such as name, address, phone number, date and place of birth, career major, attendance dates, awards received, and the latest school attended. Directory information may be released by NTC.

Parents and eligible students (those eighteen or older) have the

## **Release of Student Records (cont.)**

right to refuse the release of such information. Such refusal should be conveyed to the director of the NTC campus in writing at the time of enrollment, or at such time as the parent or eligible student (18 or older) desires.

## **Transportation**

Transportation will be provided to each of the high schools in the area, or to such locations as agreed upon by the Board of Education. Students will be expected to conduct themselves on the bus with the same behavior as in the classroom. Student cars must be properly parked in designated parking spaces on arrival in the parking lot and not moved until the end of the class session.

Students will not be permitted to sit in cars upon arrival, during the break or lunch periods. Cars should be locked upon arrival. Remember that school buses and pedestrians have the right-of-way at all times. Violating rules may result in losing driving privileges. Any vehicle may be searched by an administrator if there is a reasonable suspicion of contraband or illicit drugs in the vehicle. Secondary students must have parental and home school approval to drive or ride with others in personal cars.

## **Wireless Telecommunication Devices**

Cellular telephones and electronic devices must be turned off and out of sight during class time. Students may only use cellular telephones before and after school, during breaks, and at lunch. Students may have wireless communications and electronic devices if authorized by NTC personnel.

Students found to be using any electronic 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. Students violating this policy will be not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists.

## **Wireless Telecommunication Devices (cont.)**

**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.

Violation of any of these rules will be reason for discipline, including suspension. Wireless telecommunication devices will be confiscated if found in the possession of students who violate this policy. The following consequences will be enforced for violating this policy:

1. First Violation: The device will be confiscated by the instructor and returned at the end of the class period.
2. Second Violation: The device will be confiscated and the student will be required to meet with the director to discuss the requirements of the policy.
3. Third Violation: Disciplinary actions may be taken which may lead to dismissal. High School students may be required to have a parent meet with the director to reclaim their electronic device.

## **Non-Discrimination Statement**

There will be no discrimination in any NTC Campus facilities because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age in its programs, services, activities, and employment. Inquiries concerning application of this policy may be referred to Roger Crutchfield, Deputy Supt./ Compliance Coordinator, Northeast Technology Center, 483 Airport Road, Pryor, Oklahoma, 74361, or by phone at (918)-825-7040.

## **Attendance Policies**

It is our goal at Northeast Technology Center to teach you a skill. We strive to provide the best training possible to make you job

## **Attendance Policies (cont.)**

ready. Much of our training is “hands-on experience” and, if missed, cannot be made up with make-up assignments. Therefore, regular attendance at NTC is very important, much like being at work everyday is important to your employer. High school students enrolled at Northeast Technology Center will be expected to be at NTC when it is in session regardless of whether their home school is in session or not. Otherwise, an absence will be counted.

### **Absences**

Students are required to attend a minimum of 90% of the training hours in which they are enrolled. Attendance will be periodically checked, and students who have been absent 10% or more of their training hours may be placed on probation and a letter sent to the parents and / or student concerning the situation. A conference may be requested. If a student is absent more than 10% of their training hours per nine-week period (approximately 4 days) or 10% per semester (approximately 8 days), the grade for that period will be an “F”.

Unavoidable circumstances that result in excessive or prolonged absences (over the 10% allowable) may be considered for waiver from the attendance policy by the campus director if substantiated by a written document immediately following the absence. Absences because of approved home school activities (those approved by the home school principal and the tech center director of students services), will be exempt from the required attendance policy. Parents/guardians are asked to call the technology center whenever their son or daughter must be absent. Post-secondary/adult students are asked to call the technology center when they must be absent.

Students on financial aid may have additional requirements. Please see the Financial Aid section beginning on page 12.

### **Tardies**

Three tardies will constitute one absence. Excessive tardies may result in the student being requested to ride the bus to NTC. Students who are one hour or more tardy will be counted absent.

## **Leaving Campus**

After arriving at NTC, students may not leave the school grounds for any reason without first getting released from the main office. A secondary student may be released from the NTC campus if he or she has a note from a parent or guardian, if NTC receives a phone call from a parent or guardian, or if a parent or guardian picks up the student at NTC.

Because of the importance placed on regular attendance, it should be noted that leaving the tech center more than one hour early will count as an absence, and less than one hour will count as a tardy. Students are encouraged to plan accordingly for time needed away from the tech center. Any student who leaves school without first clearing through the office will be subject to disciplinary action.

## **Suspension**

We hope that it does not become necessary to suspend a student from NTC, but should the situation arise, suspension shall be in accordance with School Laws of Oklahoma. In the event a secondary student is suspended from Northeast Tech, the parents and the home high school will be notified at the time of suspension.

When a secondary student is suspended from NTC, the student's parents or guardians will be contacted, and the student may be required to bring their parents or guardians to the tech center so the problem can be worked out to the satisfaction of all concerned. The student may or may not be suspended from their home high school; this will be the home school's decision. Students suspended from their home high school will not be allowed to attend Northeast Tech during the home school suspension period.

## **Withdrawal**

Any student withdrawing from the technology center during the semester obtain a withdrawal form from the main office. It is necessary to check out with the department and administration offices in order to receive an honorable dismissal, transcript, and refund, if applicable. Students withdrawing during the semester must return all books, tools, and unused supplies. Withdrawal forms must be completed and returned to the campus director.

## **Re-Admission Policy**

Any student dropped from NTC due to grades or poor attendance may be eligible for re-admission. The student may re-apply after being out one full semester and must apply for re-admission with the director of student services. If the director chooses to re-admit the student, he / she will be on probation for the first nine weeks of the semester. At the end of the probation period, grades and attendance will be checked. If the student has maintained a “C” average and has satisfactory attendance, he / she will be in good standing and eligible for continued enrollment.

## **Classroom Performance and Grading**

A student may receive advanced standing by providing verification of prior training. The following grading system will be used for determining grade point average:

A = 90-100   B = 80-89   C = 70-79   D = 60-69   F = Below 60  
I = Incomplete   W = Withdrawal

A grade of “I” will not count as hours completed toward satisfactory academic progress. Once the work is completed and a grade is posted, the hours will be included as completed.

Report Cards will be issued at the end of every 9-week period. Daily absences will also be recorded on the report card. A Certificate of Training will be given to those students who satisfactorily complete the prescribed course of training.

Whenever a student is found guilty of cheating, the instructor shall collect the student’s paper, mark a zero for the work and notify the office immediately of the action taken. A second offense for cheating will result in an automatic suspension. Upon the first offense, the student will be notified (as well as the parents for high school students) of the offense and that a second offense will earn a suspension.

## Course Changes

Course changes must occur during the first two weeks of the first semester. Students must have the approval of the NTC instructor and the NTC campus director.

## Tuition Policy

Post-secondary (adult) students are required to pay tuition, unless awarded a 13th Year Scholarship. Post-secondary students are defined as any student past the age of compulsory school attendance who is not enrolled in a high school, alternative school, or is not home-schooled.

The tuition for in-district and out-of-district adults is:

	<b>Price per Semester</b>	<b>Price Per Year</b>
Full-Time In-District :	\$800	\$1,600
Full-Time Out-of-District:	\$1,600	\$3,200
Practical Nursing (PN) In-District:	\$1.50 per hour in Career Major	
Practical Nursing (PN) Out-of-District:	\$3.00 per hour in Career Major	

Tuition must be paid in full or financial arrangements must be approved by NTC before being allowed to continue training after completion of the first Career Major and before selecting a second Career Major.

All adult students are required to sign a Tuition Agreement stating that they understand that it is their responsibility to arrange for the financing of their tuition. Refer to page 17 for NTC's Tuition Refund Policy.

## Financial Aid Information

Many majors offered by Northeast Technology Center are approved for Veterans' Administration Education Benefits, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Bureau of Indian Affairs Grants, Northeast Technology Scholarships, Northeast Technology Foundation Scholarships, Otha Grimes, and Francis Tuttle Memorial Scholarships. The Federal Work Study program is also available to those who qualify. In order to receive Title IV and institutional assistance, a student must be in good standing and be making satisfactory progress.

## **Veterans Administration Financial Aid Guideline**

A student requesting Veterans' Administration (VA) educational assistance cannot be certified by the Northeast Technology Center Financial Aid Office until student transcripts are received from any institution of prior training, which includes military transcripts. Prior educational training will be evaluated and appropriate credit awarded. Satisfactory academic progress differs slightly for VA funded students. Please refer to the VA section under Satisfactory Academic Progress.

### **Good Standing**

The term "good standing" means that a student is capable of continued enrollment. Initially, this means that the student is admissible to an educational program as demonstrated by high school transcript or GED scores, or an evaluation for the ability to benefit. Later, after the student begins attending NTC, this means that the student is performing well enough in terms of grades and progression to continue enrollment.

### **Satisfactory Academic Progress**

Students receiving financial assistance must demonstrate the ability to satisfactorily complete post-secondary work. Satisfactory academic progress is based on two components: hours completed and grades. As long as these standards are being met, a student can receive financial aid for which they are eligible. Students must attend 90% of the scheduled hours in their major to maintain eligibility for financial aid. In addition, a student must also maintain a grade point average of 2.0 or higher (C). In all cases a student must be eligible for continued enrollment. A grade of "I" will not count as hours completed toward satisfactory academic progress. Once the work is completed and a grade is posted, the hours will be included as completed.

Grades and attendance will be checked periodically. If a student is not maintaining a grade point of 2.0 or higher (C), or has not completed the required number of hours, he/she will be put on financial aid probation for the next disbursement period. At the end of that period, financial aid will be suspended if the student has not maintained satisfactory progress according to the above standards. A student will receive written notification of suspension. After receipt of this letter, he / she will have 15 days to file an appeal. Appeals

must be submitted in writing to the Financial Aid office. The appeal will be reviewed by an appointed committee, and the student will receive written notification of the outcome. The decision of the committee is final. Transfer students with a cumulative GPA of less than 2.0 will be placed on probation starting with the first period of enrollment on financial aid. Financial aid will be awarded only one payment period at a time. Continuation of financial assistance beyond the first payment period will be contingent upon the successful completion of all hours attempted with a GPA of 2.0 or above and 90% attendance.

For VA students, grades and attendance will be checked every 30 days. If a student does not maintain a grade point of 2.0 or higher, or has not completed the required number of hours, he / she will be placed on financial aid probation for 30 days. At the end of 30 days, grades and attendance will be checked. If the students have met the satisfactory academic progress requirements, he / she will be taken off probation. If the student has not met the requirements, the Veterans Administration will be notified and the student's VA education benefits will be suspended immediately.

### **Financial Aid Information Sheet**

The academic year for financial aid begins July 1 and extends through the completion of the major or June 30 of the following year, whichever comes first. Assistance can be received for no more than two majors total. Students may receive Pell funds for only one major at a time. A career major must be at least 600 hours in length to be eligible for financial aid. In order to be eligible to receive funds, a student must maintain satisfactory academic progress. In addition, the following procedures and guidelines will apply to all recipients of financial aid.

As a matter of priority, Northeast Technology Center's business office will use your first available financial aid to pay any outstanding educational expenses owed to NTC. If a student is eligible for Pell, his/her books and supplies will be made immediately available to the student and cost of books/ supplies will be withheld from Pell funds earned. Remaining balances of financial aid awards will be disbursed periodically to the student through the business office. These checks must be picked up in person.

To be included in a disbursement, you must have been awarded two (2) weeks prior to the disbursement date. Any check not claimed within 30 days after a disbursement date will be returned to the financial aid program. You may be awarded at any time during the year. The normal awarding process takes two (2) weeks after all necessary information has been received by the Financial Aid Office.

If you have not received a financial aid award letter by the first day of class, you must be prepared to buy your own books and make arrangements with the NTC Business Office to pay all tuition and fee charges. Students have the choice to opt out of purchasing books through NTC, and may acquire them on their own. A payment plan option is available through the business office. If you have not been awarded financial aid or set up a payment plan by the end of the third (3rd) week of classes, you will be dropped from the training.

Your financial aid letter may list several types of aid. You may accept all, part, or none of the financial aid awarded. If you receive other financial aid from any source such as Veterans benefits, tuition waivers, or outside agency grants or scholarships, your financial aid award may be adjusted.

### **How To Re-Establish Eligibility**

In the event that a student does not earn at least a grade of “C” for any payment period or had more absences than allowed, that student will be notified that his financial aid is suspended. In order to re-establish eligibility, a student will be required to pay his / her own expenses for the next financial aid disbursement period and must maintain at least a grade of “C” with no more than 10% absences of scheduled hours. If this standard is met, financial aid will be reinstated for the next disbursement period.

There may be personal circumstances that a student thinks should excuse not progressing according to schedule or maintaining a “C” grade average. Any student denied aid for failure to maintain satisfactory progress may file a written appeal with the Financial Aid Office. The appeal will be reviewed by a financial aid committee and an exception may or may not be made. If the committee approves the appeal, the student’s financial aid will be re-instated and the student will be on probation for a specified period of time. If the student does not make SAP during this period, he/she will not be eligible for further financial aid. He/she will remain ineligible

for financial aid until his/her cumulative GPA is 2.0 and/or the required number of hours completed. The decision of the committee is final.

### **Oklahoma Tuition Aid Grant (OTAG)**

This is a grant awarded by the Oklahoma Tuition Aid Grant Program. If our office anticipates that you will receive an OTAG award, it will be listed on your award letter. Official notification, however, will be sent with a separate letter from the OTAG program when the award is confirmed. Checks will then be disbursed when funds are received from the OTAG office. Your award will be reduced if you are attending less than full time.

### **Federal Work Study Program**

If you are interested in the work study program, please notify the Financial Aid Office. After notification of your Work Study eligibility, contact the Financial Aid Office for information on current job openings. As a work study student you will earn federal minimum wage. You will be paid once each month based on the number of hours worked. Once you have earned all that you have been awarded, you must stop working. It is your responsibility to monitor your hours to assure that you do not exceed your eligibility.

Federal work study is limited to a maximum of 25 hours per week.

### **Return of Federal Title IV Unearned Funds**

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

Percent earned = Number of clock hours completed up to the withdrawal date (“withdrawal date” is defined as the student’s last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence) divided by total clock hours in the payment period or period of enrollment.

Percent unearned = 100% minus the percent earned.

When a student receives federal financial aid in excess of earned aid, the school returns the lesser of: Institutional charges multiplied by the unearned percentage, or Title IV federal financial aid disbursed multiplied by the unearned percentage. The student returns any remaining unearned aid not covered by the school. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds. The student can be billed for funds the institution is required to repay.

### **NTC Tuition Refund Policy**

Refunds are for tuition only. No refunds are available for books, fees, supplies, etc. To receive a partial tuition refund, the student must officially withdraw by completing a withdrawal form which may be obtained from the secretary in the Student Records office and make a written request for the refund to the business office no later than 15 days after he/she withdraws. Refunds will be processed as follows:

Drops processed in the first 59 clock hours of career major--  
25% refund

Drops processed after the first 59 clock hours of career major--  
NO refund

No refund will be processed after 59 clock hours of the career major is completed after student enrollment. This is roughly equivalent to 19 days for half time students, or 9 days for full time students. Refunds for PN testing may fall under a separate procedure. See PN student handbook for specific details.

NOTE: Refunds are based on the TOTAL tuition for the entire career major, not the length of time student attended.

All refunds will be processed within 30 days of written request. If tuition and fees were paid from a source other than the student (JTPA, Voc Rehab, Pell), the money will be refunded to the appropriate agency. Refunds will be made in the following order: Pell, SEOG, Job Training Northeast, Voc Rehab, Student.

## **Student Appeal & Grievance Procedure - Board Policy 5002**

A grievance is a complaint by any student at Northeast Technology Center whereby the student alleges a violation, misinterpretation, or inequitable application of those rules and regulations set forth in the Student Handbook, particularly in the areas of race (Title VI), sex (Title IX), disability (Section 504 and the ADA), and sexual harassment.

Such a grievance shall be initiated only after a discussion between the student, instructor, and/or administrators, and must occur within 10 days. The procedure may be found in Board Policy 5002 which is available at [www.netech.edu](http://www.netech.edu).

### **Procedure**

1. After all efforts have been exhausted by the parties involved to resolve a complaint, the student shall communicate the grievance in writing to the Compliance Officer/ Deputy Superintendent.
2. Upon written submission of the grievance to the compliance officer, the compliance officer shall notify the parents of the students under 18 years of age that such action was taken by the student.
3. The compliance officer shall present the complaint to a grievance committee, appointed by the Superintendent, for evaluation and thorough investigation of the grievance.
4. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.
5. Should the committee determine that the grievance does warrant a hearing, the compliance officer will set a date for the hearing to be held within the next ten days. Members of the grievance committee, the student, and the parent(s) or legal guardian(s) of the student (if under 18 years of age) shall be present at the hearing.

## **Procedure (cont.)**

6. The grievance committee shall make recommendations towards a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall have five (5) days to appeal to the Superintendent for further action.

7. If the grievance is not resolved by the Superintendent, an appeal may be made in writing within five (5) days to NTC's Board of Education where a final decision will be rendered.

## **Policy on Crime**

NTC works in conjunction with local law enforcement agencies to provide a safe and secure environment for students, employees, and community members. It is the policy of this institution to gather information regarding crime and to secure the appropriate assistance of law enforcement agencies and/ or site authorities. The following table reflects the actual reported crimes at all NTC locations for a three-year period beginning July, 2007:

Category	07-08	08-09	09-10
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Assault	0	0	0
Burglary	0	0	0
Motor Vehicle	0	0	0
Liquor Law	0	0	0
Drug Abuse	0	0	0
Weapons	0	0	0

Northeast Technology Center has initiated several practices aimed at reducing and preventing crime on campus. Such notable efforts include faculty and staff in-service training, provision for alcohol/drug counseling, and crime prevention pamphlets provided to students and employees.

Laws of the United States and the state of Oklahoma govern all activities on all NTC campuses and at NTC events. Violators of any such laws will be subject to prosecution.

## **Tips to Avoid Victimization**

The following suggestions are for the personal safety of students, employees, and community members:

- \* Report strangers to a school employee
- \* Do not hesitate to call campus authorities or local police
- \* When parking, remove valuables from plain view
- \* Avoid getting into no-exit places
- \* At night, always walk in groups of two or more
- \* Report all incidents immediately
- \* Always lock all doors as soon as you enter your car

## **Reporting a Crime**

Crime victims are encouraged to report any incident, regardless of apparent insignificance, to the director of student services in person or by phone. An official report will be taken and copies will be made available to the victim. Efforts to investigate the situation will be made at the appropriate agency level.

## **Assault & Battery of School Employees and Students**

HB 1765 makes it a felony to commit aggravated assault and battery on a school employee while in the performance of their duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours. Any assault and battery incident shall be reported to the Superintendent of the school district within five (5) days of the incident.

## **Policy on Prohibiting Harassment, Intimidation, and Bullying – NTC Board Policy 3041**

This policy is adopted to create an environment free of unnecessary disruption which is conducive to the learning process. Students and employees are prohibited from engaging in any acts which fall under the definitions of “harass, intimidate, or bullying.” All students will be provided a summary of this policy and a copy of the entire policy will be available upon request.

## **Drugs and Alcohol Abuse Policy**

Northeast Technology Center's Board of Education Drug Free Campus and Work Place Policy prohibits the unlawful use, possession, distribution, or dispensing of any controlled substances. Violation of this policy may result in immediate discharge, suspension, or other disciplinary actions. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment.

Northeast Technology Center contracts with a third party canine search company, which provides frequent searches of all NTC campuses for contraband items of any kind, including drugs, alcohol, weapons, etc. Refer to NTC School Board Policy 3065 for full information on NTC's use of drug-detecting dogs.

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, may be expelled from school and reported to the appropriate law enforcement agencies for possible legal action. A student is defined as any individual who is currently enrolled in any instructional program at NTC.

## **Alcohol and Drugs**

It is the policy of Northeast Technology Center's Board of Education that any instructor who has reasonable cause to suspect that a student may be under the influence of or has in his/her possession any of the following, as they are now defined by law, shall immediately notify the appropriate administrative supervisor or his / her designee of such suspicions:

Intoxicating & non-intoxicating beverages (i.e., 3.2 beer, wine coolers, etc.)

Controlled dangerous substances

Imitation controlled dangerous substances (high school students)

The administrative supervisor shall then immediately notify the Superintendent or his / her designee, and, if the suspected student is a high school student, shall also notify their parents.

## **Student Rules and Discipline**

Possession, distribution, or being under the influence of beer, alcohol, a controlled dangerous substance, or an imitation controlled substance by or to a high school student, on school grounds or during school activities, shall result in discipline which may include suspension. A second offense will result in suspension for the remainder of the current semester and the succeeding semester.

## **Referral for Counseling and Treatment**

The supervising administrator may recommend that the student seek counseling or treatment, and may provide for early termination of a suspension or other disciplinary measure upon satisfactory completion of a counseling or treatment program.

## **Searches**

It is the policy that the Superintendent, any administrator, instructor, or security personnel of the district upon reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student, or property in the possession of the student, when said student is on the school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substances Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), possession of other items which are forbidden by school rules or which are being used for disruptive purposes, or for missing or stolen property, if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person of the same sex, if practicable.

Either the person conducting the search or the witness shall be an administrator or his / her designee, unless the need for the search arises away from school premises and no administrator is available.

## **Searches (Cont.)**

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conducting of any warrantless search.

The Superintendent, any administrator, instructor, or security personnel searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled substances, intoxicating beverages, non-intoxicating beverages, other items which are forbidden by school rules or which are being used for disruptive purposes, or missing or stolen property that might be in the student's possession, including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any such items.

## **Student Photo & Publicity Release**

All students or their parents / guardians are asked to sign a photo and publicity release, authorizing NTC to photograph or film the student during school activities to use for promotional uses, along with the student's name, high school, etc. This publicity may include but is not limited to the NTC website, local newspapers, other websites, newsletters, radio, TV, billboards, postcards, etc. Students and / or their parents (if minors) may opt to not allow said photos or publicity at their discretion.

## **Staff Responsibilities**

No employee of the district or any member of the school board shall be subject to any civil liability for any statement, report or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing, or incapacitated by the use of, non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance, unless such assistance or referral was made in bad faith or with malicious purpose.

No employee of the school district shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

## **On-the-Job Training Policy**

On-The-Job training is a privilege gained by a student completing academic coursework and developing the Northeast Technology Center instructor expected skill level to enter the workforce on a regulated basis. The job must be related to the training received in the Northeast Technology Center program. The instructor will work out a training program and an understanding with the student's employer as to what the student will be doing on the job. The student will be receiving credit for the on-the-job training, and a reporting system will have to be maintained. If a student should be fired or quit, the employer and student will notify the instructor and student services immediately.

Before the student is allowed to start working, he or she must not be on attendance probation (no more than 10% of training hours absent during the grading period) and must have no grade at NTC below a "C" during the grading period that the student goes OJT.

Full-time and part-time adult students are eligible for on-the-job training. Adult students receiving veteran benefits will no longer receive their benefits if they start to work on-the-job training. There is no provision for on-the-job training under Veterans Administration. An OJT agreement will be completed and signed by

## **On-the-Job Training Policy (cont.)**

all parties prior to the student starting the training. All documents must be turned in to the Student Records office prior to starting OJT. Students will attend class at NTC one day per week while participating in the OJT program. The day they are to be in class will be listed on the agreement. An exception to this will be Marine Power. Those students will be eligible to work a maximum of three days per week and must return to the class two days per week for further classroom preparation. Students that do not comply with the agreement will have their OJT privileges withdrawn. A copy of the policies and procedures for OJT are available from the Student Services director at each campus.

## **Academic Resource Center (ARC)**

Each NTC campus has an ARC to assist students in advancing their skills. The ARC offers many computer programs and personalized instruction designed to enable the student to attain entry-level basic skills or to advance in a chosen field of expertise. Pre-testing identifies strengths and areas of need. Through self-paced, customized programs, the ARC provides assistance in math and science, reading, language, basic competencies, computer education, pre-employment and work maturity skills, resume writing, portfolio building, job application procedures, and personal finance. Students develop a plan of study for their futures and have the opportunity to earn a Career Readiness Certificate through WorkKeys testing. Visits to the ARC are part of the coursework at NTC.

## **Required Notification of Asbestos Hazard Emergency Act (PL 99-519) and Oklahoma Statutes (Title 40, Sec. 451-457)**

The EPA requires all public and private schools to inspect all buildings for the presence of asbestos, and to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

It has been determined there is no friable asbestos within the school. The management plan is reviewed annually by licensed personnel. This plan may be reviewed at the below listed office

## **Notification of Asbestos Hazard Emergency Act (cont)**

during normal working hours. All campuses have been tested for lead in the drinking water and radon gas and, in both cases, neither were present at a level that required any action. All questions concerning these matters may be addressed to:

Jimmy Sanders / Administrative Office / (918)-825-7040

## **Material Safety Data Sheets**

Northeast Technology Center prides itself on making every effort to ensure that all chemicals found in the shop areas are used in a safe manner. Some of the chemical ingredients may constitute a hazard if used improperly. This point is apparent upon examination of the Material Safety Data Sheet(s). It is very important to understand that much of the information included on the MSDS relates to possible effects of overexposure to a chemical ingredient and not to a safe, normal level of exposure.

In industry and the environment in which we work, it is not possible to avoid the use of chemicals. When the instructions are followed precisely, the recommended safety practices observed, and the student familiarizes themselves with the MSDS for each chemical used, the risk of overexposure and possible adverse health effects are dramatically reduced.

A consumer should never use any chemical without completely familiarizing themselves with the appropriate instructions for use found on the MSDS. The MSDS can provide you with valuable information which will enable you to obtain the maximum product benefits while minimizing the consequences of misuse. The recommended safety equipment should always be used, and the chemical should be used in an area with proper ventilation.

If you are pregnant or plan to become so, before you use or are exposed to any chemicals, please notify your instructor. Get a list of the chemicals that you will come in contact with and take it to your doctor so that he/ she may have the necessary information to advise you on your prenatal care.

The consumer of any chemical should always take whatever steps are required to avoid contact with the eyes or skin, and discontinue use immediately if redness, rash, swelling, burning, tingling, or other allergic symptoms occur, as well as notify your instructor and physician. We must all work together to keep our work place safe and accident free.

## **Northeast Technology Center Network / Internet Access, Safety, and Use Policy**

The signature(s) pertaining to this document is/ are legally binding and indicate(s) the party/parties who signed has/have read the terms and conditions carefully and understand(s) their significance.

### **Terms and Conditions for Internet Access**

#### **I – General: Acceptable Use**

The purpose of the Internet is to support research and education in and among academic institutions in the United States (U.S.) by providing access to resources and the opportunity for collaborative work. School use must be in support of education, research, and consistent with educational objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for the network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally unacceptable.

#### **Prohibited Use**

The Internet is a global network, and it is possible to access material which may contain illegal, violent, destructive, defamatory, inaccurate, pornographic, and/or offensive material. Due to the nature of the Internet, the district cannot guarantee that students will not

## **Prohibited Use (cont.)**

access such material. However, the district is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

Students must not change the default settings related to electronic mail on the Internet and must not delete temporary Internet files unless directed to do so by the administration.

## **Consequences of Unacceptable Use:**

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of Internet privileges and/or disciplinary action. The district may monitor on-line activities of students to ensure that students are not accessing inappropriate material, revealing prohibited information, or violating the district's policy on Internet access and use. Northeast Technology Center may deny, revoke, or suspend specific user access.

## **II - Prohibited Uses:**

Northeast Technology Center Internet users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

**Politeness:** Messages must not be abusive to others.

**Appropriate Language:** Language used will exclude swearing, vulgarities, or other inappropriate language.

**Personal Information:** For your safety and security, student users will not reveal their personal address, phone number, social security number, credit card number, or the addresses and/or numbers of fellow students or Northeast Technology Center staff members.

## **II - Prohibited Uses: (cont.)**

**Electronic Mail:** Users of electronic mail (e-mail) will remember that such mail is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.

**Illegal Activities:** Illegal activities are strictly forbidden.

**Network Disruption:** Users will not use the network in a manner which is disruptive to other users or change the default settings related to the Internet browser or delete temporary Internet files unless directed to do so by the administration.

**Intellectual Property:** All communications and information accessible via the Internet should be assumed to be private property.

## **III – No Expectation of Privacy:**

Users of electronic mail (e-mail) or chat rooms will remember that such information is not guaranteed to be private and that Internet system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.

## **IV – Filtering:**

Northeast Technology Center will provide filtering of all Internet activities to limit access to web content found inappropriate by the Internet Access, Security, and Use Policy.

## **V – Use of Software:**

Students are prohibited from installing, copying, or downloading any copyrighted material or software on district computer hardware.

## **VI – Damages:**

Northeast Technology Center and its Internet service provider(s) make no warranties of any kind, whether expressed or implied, for the service provided. Northeast Technology Center and its Internet service provider(s) will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omission.

Use of any information obtained via Northeast Technology Center or its Internet service provider(s) is at the user's own risk. Northeast Technology Center is not responsible for the accuracy or quality of information obtained.

## **VII – Security:**

Users of Northeast Technology Center's Internet system agree to notify our service provider whenever they encounter a possible security problem on the network. Users agree not to use another individual's account. Any user identified as a security risk or having a history of, or generating problems for other computer systems, may be denied access to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, any attempt to harm or destroy hardware, data of another user, or any agencies or other networks.

## **VIII – Exception of Terms and Conditions:**

All terms and conditions as stated in this document are applicable to Northeast Technology Center and to its Internet service provider(s). These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

# 2011-2012 School Calendar

<b>First Day of Class</b>		<b>August 11, 2011</b>
<b>Labor Day Holiday</b>		<b>September 5, 2011</b>
<b>End of First 9 Weeks (test)</b>	<b>44 days</b>	<b>October 12, 2011</b>
<b>Fall Break</b>		<b>October 20-21, 2011</b>
<b>Thanksgiving Holiday</b>		<b>November 23-25, 2011</b>
<b>End of First Semester (test)</b>	<b>44 days</b>	<b>December 20, 2011</b>
<b>Christmas Holidays-Dismiss Students 3:30 p.m.</b>		<b>Dec. 20, 2011</b>
<b>Reconvene Class</b>		<b>January 4, 2012</b>
<b>Professional Development Day (Employees Report)</b>	<b>(No Classes)</b>	<b>January 16, 2012</b>
<b>Presidents Day (Snow Day)</b>		<b>February 20, 2012</b>
<b>End of 3rd 9 Weeks (test)</b>	<b>44 days</b>	<b>March 7, 2012</b>
<b>District OEA Meeting</b>		<b>March 16, 2012</b>
<b>Spring Break</b>		<b>March 19-23, 2012</b>
<b>Snow Day</b>		<b>April 6, 2012</b>
<b>Good Friday (Snow Day)</b>		<b>April 20, 2012</b>
<b>End of 2nd Semester (test)</b>	<b>43 days</b>	<b>May 17, 2012</b>
<b>Final Day of School</b>		<b>May 17, 2012</b>
	<b>Total Days Taught</b>	<b>175</b>