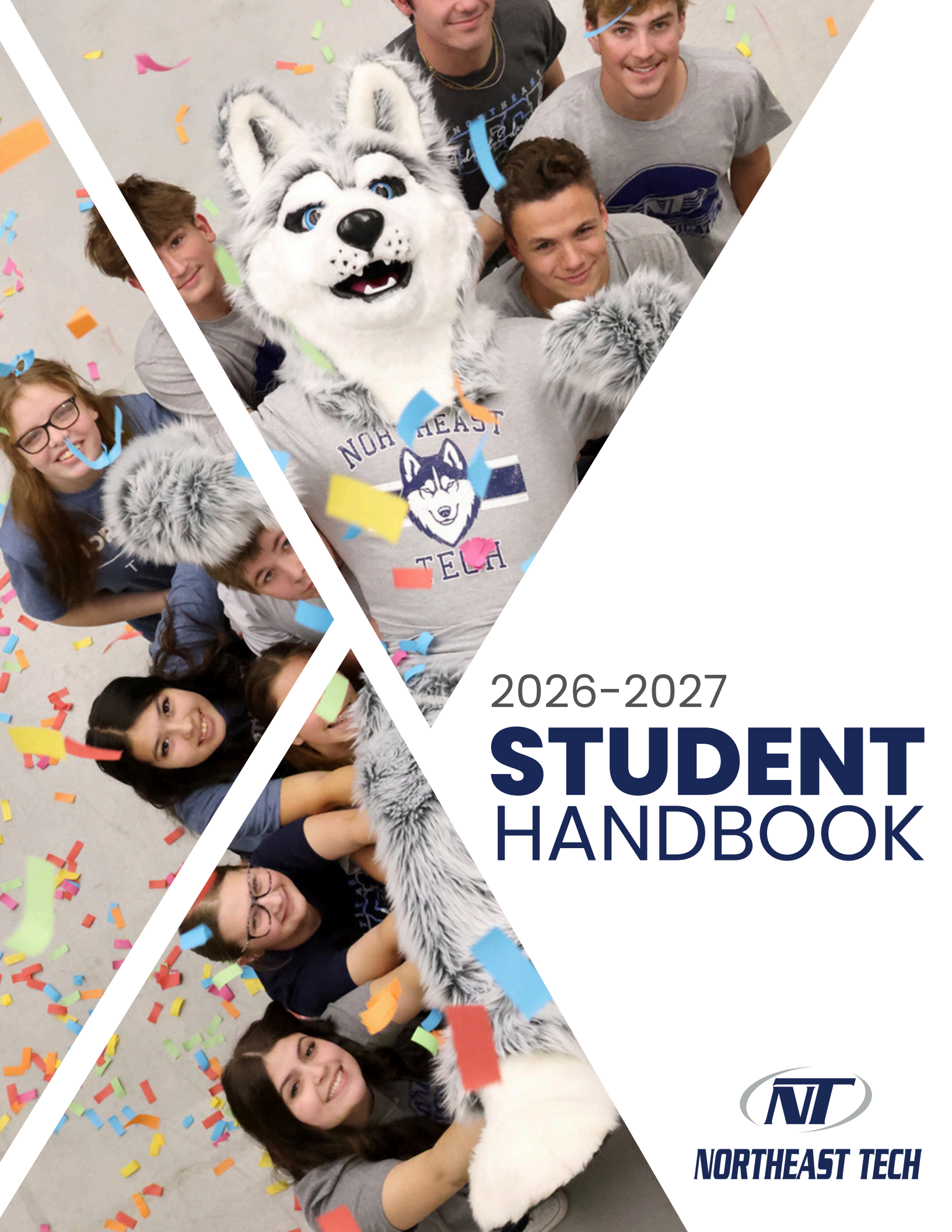




2026-2027

# STUDENT HANDBOOK



**NORTHEAST TECH**





## AFTON

**19901 S. Highway 69, Afton, OK 74331  
(918) 257-8324**



## CLAREMORE

**1901 N. Highway 88, Claremore, OK 74017  
(918) 342-8066**

# WWW.NETECH.EDU



## KANSAS

**450 N. Highway 59, Kansas, OK 74347  
(539) 251-0700**



## PRYOR

**6195 W. Highway 20, Pryor, OK 74361  
(918) 825-5555**

For more information on Northeast Tech's gainful employment data, graduation rates, median debt of students who completed the program, and other important information, please visit our website at [www.netech.edu](http://www.netech.edu).

There will be no discrimination in any Northeast Tech Campus facilities because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, marital status, or genetic information in its programs, services, activities and employment. Inquiries concerning application of this policy, Title IX or 504 plans should be directed to Dr. Ravonda Higgins, Northeast Tech's Deputy Superintendent, at [ravonda.higgins@netech.edu](mailto:ravonda.higgins@netech.edu), 511 S. Elliott, Pryor, OK 74361, or (918) 825-7040. All Title IX information is available upon request.



# **NORTHEAST TECH**



**“Preparing Individuals for  
Successful Careers”**

Northeast Tech will provide resources and programs designed to support students' diverse academic, social, and emotional needs. Effective and dedicated professional educators, administrators and support staff will challenge students with a rigorous curriculum that considers individual learning styles.

We will be an institution of excellence that exemplifies best practices in instruction, student services, facilities, safety and security. Northeast Tech completers will be prepared to assume leadership roles as students in colleges and universities, as professionals in their chosen careers, and as citizens in this rapidly-changing world.



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# Welcome to Northeast Tech!

I am honored to serve as your superintendent and excited to welcome you to a new school year at Northeast Tech.

As a Husky, you are part of something special. Huskies are known for their resilience, teamwork, and determination. Those same qualities are at the heart of what we do every day as we prepare you for what comes next.

CareerTech is about opportunity. Whether your goal is to enter the workforce, continue your education in college, or serve in the military, the skills you gain here will give you a strong foundation and a competitive edge. Our programs are designed to provide hands-on, real-world experience that connects directly to high-demand careers.

At Northeast Tech, you will learn from instructors who bring industry experience into the classroom and are committed to helping you succeed. Just as important, you will be part of a supportive environment that challenges you to grow, build confidence, and discover your potential.

I encourage you to take full advantage of your time here. Get involved, ask questions, build relationships, and take pride in the work you do. The effort you invest today will open doors for your future.

We are proud to have you as part of the Northeast Tech family. Welcome to the pack.



Northeast Tech Superintendent



## SCHOOL BOARD

The Board of Education consists of five members who work together to set the policies under which the District's Business and Campus Operations, Curriculum and Personnel are governed. For more information on the Northeast Tech School Board and its members, visit [netech.edu](http://netech.edu).

President Rosalie Griffith  
Vice President Justin Miller  
Clerk Steve Lane  
Member John Long  
Member Sherman Weaver

## INTRODUCTION

### STAFF DIRECTORY

A complete and up-to-date listing of all Northeast Tech staff by campus location can be accessed at [netech.edu](http://netech.edu).

### ABOUT NORTHEAST TECH

Northeast Tech 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 partner high school. Adults may attend either half-day or full day. High school students enrolled at Northeast Tech may earn three units of credit per year which may apply toward graduation from their partner high school. Full copies of all Board policies may be viewed online at [www.netech.edu](http://www.netech.edu) or in person at any of Northeast Tech's campuses or the Superintendent's office.

### ACCREDITATION

Northeast Tech is accredited and/or licensed by multiple state accrediting agencies, including the Oklahoma Department of Career and Technology Education (CareerTech); Oklahoma State Department of Education; U.S. Department of Education; and Oklahoma Board of Nursing (OBN).

## GENERAL INFORMATION

### ADMISSION REQUIREMENTS

Northeast Tech operates under a concept of open enrollment. All persons 16 years of age or older are eligible for admission. Enrollment may be accepted at any time during the year. Enrollment may be half-time (three hours per day) or full-time (six hours per day). Adults must submit application and high school transcript, GED, or other acceptable high school equivalency.

### TRANSFER OF CREDIT / ADVANCED STANDING

To receive consideration for advanced standing, the student must submit a transcript and/or training documentation to the Student Services Department. The student advisor and program instructor will review the submitted documentation to determine whether or not the student may receive advanced credit for previous education and/or training. If advanced credit is awarded, the total number of program hours the student needs to complete is reduced by the number of hours awarded.

### NON-DISCRIMINATION STATEMENT

There will be no discrimination in any Northeast Tech Campus facilities because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. Inquiries concerning application of this policy, Title IX or 504 plans should be directed to Dr. Ravonda Higgins, Northeast Tech's Deputy Superintendent, at [ravonda.higgins@netech.edu](mailto:ravonda.higgins@netech.edu), 511 S. Elliott, Pryor, OK 74361, or (918) 825-7040. All Title IX information is available upon request.

### TITLE IX NOTIFICATION

Northeast Tech complies with Title IX of the Education Amendments of 1972. Northeast Tech does not discriminate on the basis of sex in the areas of education, employment, and public accommodation. For more information, visit [netech.edu](http://netech.edu).

To view Title IX training materials used by Northeast Tech staff, visit [netech.edu](http://netech.edu).

### PERSONAL PROPERTY

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

### STUDENT ORGANIZATIONS (BOARD POLICY 3101)

Northeast Tech's student organizations provide opportunities for leadership development. All students are encouraged to participate in the organization appropriate to their program. If a student has committed to participate in student contests and registration has been paid for the student by Northeast Tech, the student 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 has a local chapter of the prestigious National Technical Honor Society. Students who possess a 3.0 grade point average (GPA) in their Northeast Tech program and membership in their respective student organization may apply. Participation fees may apply.

### STUDENT PHOTO & PUBLICITY RELEASE

All students or their parents/guardians are required to electronically sign the photo and publicity release authorizing Northeast Tech 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 Northeast Tech website, local newspapers, other websites, newsletters, radio, TV, billboards, postcards, etc. Students and/or a parent/guardian (if minors) may opt to not allow said photos or publicity at their discretion.

### **STUDENT SERVICES: CAREER COUNSELING SERVICES**

Professional staff members are available to advise students who desire help with personal and/or career-related concerns. A variety of assessment systems are available to help identify interest, aptitude and competencies, as well as to assist students in choosing career goals. Students needing support to deal with any problem that may be emotional, marital, financial, and/or alcoholic or chemical dependency are encouraged to take advantage of the counseling services. A list of community-supported agencies is also available.

### **STUDENT SERVICES: CAREER PLACEMENT SERVICES**

Career development is a lifelong process that includes self-awareness, career exploration, skill development and training. All of Northeast Tech's campuses offer career planning and placement services to all students, graduates and other qualified individuals within the Northeast Tech district.

Student Services coordinates and maintains regular contact with students, instructors, Workforce Oklahoma and local businesses to assist in the placement of students.

### **STUDENT SERVICES: SPECIAL NEEDS SERVICES**

Student Services assists with program and curriculum modifications to meet the needs of special learners. Services may include tutoring, classroom accommodations and individual conferences to help students be successful in their program.

### **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 with the same behavior as in the classroom while in transit to and from campus, whether in school transportation or personal vehicles. Student cars must be properly parked in designated parking spaces in the parking lot upon arrival 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 during 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.

### **VISITORS**

Visitors may be allowed to visit students during class but only with advanced permission of the instructor and an administrator. 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 five minutes before the end of class.

### **MISREPRESENTATION**

This policy addresses the U.S. Department Regulatory Citation: 34 CFR § 668.71 through 668.74, regarding the Prohibition of Misrepresentation to Students and Others at Northeast Tech. The Department of Education has provided numerous examples in the regulations of topics that cannot be misrepresented within each of the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- The nature of the institution's educational programs.
- The institution's financial charges.
- The employability of the institution's graduates.

Misrepresentation as defined by the Department of Education is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department. This includes disseminating testimonials and endorsements given under duress. Substantial misrepresentation as defined by the Department of Education is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. Misrepresentation of the educational program includes, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges. To be considered a scholarship, a grant must actually be used to reduce tuition charges made known to the student before the scholarship was offered to the student. (The tuition charges must be charges that are applied to all students whether or not they are receiving a scholarship.) It is also considered misrepresentation if the school gives false or misleading information as to whether a particular charge is a customary charge for that course at the school. Misrepresentation includes making any false or misleading statements about the employability of the school's graduates.

NT strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. NT will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. All misrepresentations should be avoided; however, this procedure specifically applies to the three areas stated above covered by statute 20 USC § 1094(c)(3).

Concerns about possible misrepresentation may be reported to the Chief Compliance Officer at 918-825-7040 or at [thomas.hudson@netech.edu](mailto:thomas.hudson@netech.edu).

### CAREER READINESS CENTER (CRC)

Northeast Tech Career Readiness Centers (CRC) assist students in advancing their skills. Each campus is equipped with a CRC classroom and a CRC Instructor or Specialist to assist all students. The CRC offers software and personalized instruction which teaches students various skills, from beginning to advanced, in a chosen field of expertise. Pre-testing identifies strengths and areas of need. Through self-paced, customized programs, the CRC provides assistance in Math, Science, Reading, Language, Basic Competencies, Computer Education, Pre-Employment and Work Maturity Skills, Resume Writing, Portfolio Building, Job Application Procedures, and Personal Finance. Visits to the CRC are a valuable part of the coursework at Northeast Tech as students develop a plan of study for their futures.

### CLASSROOM PERFORMANCE & GRADING

A student may receive advanced standing by providing verification of prior training, pending prior credit is not more than 50% of the program. The following grading system will be used for determining grade point average:

#### Practical Nursing

A = 93-100 B = 85-92 C = 80-84 F = Below 79.4

#### All Other Full-Time Programs

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.

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 will 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 and parents (for high school students) will be notified of the offense and that a second offense will earn a suspension.

### CERTIFICATE OF COMPLETION REQUIREMENTS

For a student to receive a Certificate of Completion/Training, a student must satisfactorily complete the prescribed course of training. Satisfactory Academic Progress (SAP) consists of four components: GPA of 2.0 or higher, attendance of 90% of the scheduled hours of their program, progression in their program so that they will complete required training before they have attempted 150% of the published number of hours and the student must be in good standing and eligible for continued enrollment.

All program curriculum must be completed at Northeast Tech, by prior credit training that is approved, or by concurrent training credit.

Certification exams are given by third-party vendors that may ask for transcripts from the student to prove completion of Northeast Tech curriculum.

### COURSE CHANGES

Course changes must occur during the first two weeks of the first semester. Students must have the approval of the Northeast Tech instructor(s) and the student advisor.

### EQUIPMENT, BOOKS, AND TOOLS

Northeast Tech is proud of its facilities and expects each student to accept ownership and take pride in the facilities and equipment. Students are expected to maintain and care for school property so that it will continue to benefit future students.

Students enrolled at Northeast Tech will work with expensive equipment. Part of the course training will be learning how to service and care for this equipment. Students are expected to treat all equipment, books, tools, and classrooms with great care and act professionally with all school property. Equipment that is damaged or broken 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.



## **ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOL USAGE (BOARD POLICY 2112)**

The introduction of Artificial Intelligence ("AI") offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

**Student Use Guidelines:** Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the instructor or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to "hallucinations", false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the district's academic policies.
2. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
3. Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures should be clearly established in the student discipline code or academic integrity policies.

## **STUDENT INTERNSHIP PROGRAM**

The goal of Northeast Tech's Student Internship program is to provide a structured and meaningful internship learning experience for qualifying students. Student Internships can be paid or non-paid positions, depending on the Industry Partner. Student Internships are a privilege earned by a student who is completing their academic coursework and developing the appropriate skill-level to enter the workforce on a regulated basis. Student Internships must be related to the training received at Northeast Tech, and will provide a unique learning experience in addition to the traditional training that students receive in the classroom, laboratory, and/or shop setting. Along with having the necessary skill-level to qualify for a Student Internship, students must also have maintained a C minimum grade in all Northeast Tech courses, shown adequate progress in program coursework, and have a minimum of 90% attendance at Northeast Tech. The student must maintain these requirements for the duration of their Student Internship experience.

The Northeast Tech instructor will work closely with the Industry Partner to create a mutually-developed training program with clear and proper expectations for the student's internship duties and performance. The student will receive Northeast Tech academic credit for their Student Internship, and the student's instructor and Industry Partner will discuss details of the student's progress and performance on a regular basis. If a student is terminated or quits their Student Internship, the student and Industry Partner must notify the instructor and Northeast Tech Student Services immediately.

Full-time and part-time students are eligible for a Student Internship. All required application documents must be completed, signed, and submitted to Northeast Tech Student Services prior to beginning a Student Internship. The student may be required to attend their Northeast Tech program a minimum of one day per week. Other options must be approved by the Campus Director and may be available on a per student basis to meet particular Student Internship requirements. Student Internships for one-year programs may begin February 1st, and two-year programs may begin October 1st of the student's second year. Internships for students who have not completed all program requirements will conclude on the last day of April. Students will be required to attend their Northeast Tech program until the end of the school year, unless they have reached their 480 or 960 program hours and have completed all program requirements.

Students who do not comply with Student Internship requirements may have their internship privileges revoked. A copy of the Student Internship requirements and forms is available to the student in the Student Services Office at each Northeast Tech campus. For students receiving financial aid, a copy of the completed Student Internship forms must be submitted to the Financial Aid office.

## **COLLEGE CREDIT**

In many cases, the technical training completed at Northeast Tech can qualify for Prior Learning Credit. Credit opportunities vary depending on your program and the path you choose. Contact your Northeast Tech Student Advisor for more information on how you can get a head start on college while attending Northeast Tech.

## **STUDENT RECORDS AND PLACEMENT**

Detailed records will be kept on each student. The record system may 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. Job placement assistance will be available to students. This service does not guarantee employment, and unqualified students will not be recommended to the industry.

## **RELEASE OF STUDENT RECORDS (BOARD POLICY 3103)**

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, instructors' evaluations, 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, program, attendance dates, awards received, and the most recent school attended. Directory information may be released by Northeast Tech.

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

## **ATTENDANCE**

### **ATTENDANCE POLICIES (BOARD POLICY 3030, 3035)**

Northeast Tech's goal is to teach students a valuable skill. Northeast Tech strives to provide the best training possible to make students job-ready. Therefore, regular attendance at Northeast Tech is very important, much like being at work every day is important to an employer. High school students enrolled at Northeast Tech will be expected to be at Northeast Tech when it is in session regardless of whether their partner school is in session or not. Otherwise, an absence will be counted.

### **ABSENCES**

Students are required to attend at least 90 percent of the training hours for which they are enrolled. All time missed—whether due to an absence, arriving late, or leaving early—will be recorded and counted toward the student's total absences.

Attendance is reviewed regularly. Students who do not meet the 90 percent attendance requirement may be placed on a probationary attendance contract. A letter outlining the situation will be sent to the student and, if applicable, the parent or guardian. If the student fails to meet the terms of the probationary contract, they may be removed from the program. In such cases, the student will receive a grade of "F" for that period unless an exception is granted by the Campus Administrator. Students on financial aid may have additional requirements, as noted in the handbook. Absences due to approved high school activities may be exempt from the 90 percent attendance policy. A maximum of ten days per school year may be excused for school-related activities. For more information, refer to NT Board Policy 3035.

Parents or guardians of high school students are expected to notify Northeast Tech if their student will be absent. Adult students are also required to call Northeast Tech when they are unable to attend.

### **TARDIES**

Repeated tardiness may result in disciplinary action. Excessive tardies may result in the high school student being requested to ride the bus to Northeast Tech to ensure timely arrival.

### **LEAVING CAMPUS**

After arriving at Northeast Tech, students may not leave the school grounds for any reason without permission from the main office. High school students may only be released during the school day if the school receives a phone call from the parent or guardian or if the parent or guardian comes to the school to pick the student up in person. All students must check out through the office before leaving campus.

Students are encouraged to plan accordingly for time needed away from Northeast Tech. Any student who leaves school without permission from the office will be subject to disciplinary action.

## **SUSPENSION**

Suspension shall be in accordance with the School Laws of Oklahoma. In the event a high school student is suspended from Northeast Tech, the parents and the partner high school will be notified at the time of suspension. The student may also be required to bring their parents or guardians to the Northeast Tech campus so the problem can be worked out to the satisfaction of all concerned. The student may or may not be suspended from their partner high school; this will be the partner school's decision. Students suspended from their partner high school may not be allowed to attend Northeast Tech during the partner school suspension period. A maximum suspension period can include the remaining time in the current semester, plus the next full semester. The exception to this is suspension due to a firearm, which is an automatic one calendar year suspension.

## **SEARCHES (BOARD POLICY 3063)**

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 their designee, unless the need for the search arises away from school premises and no administrator is available.

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.

## **DRUGS AND ALCOHOL ABUSE POLICY (BOARD POLICIES 3040, 3060, 3061, 3062 & 3065)**

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

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, beer, alcohol, a controlled dangerous substance, or an imitation controlled substance in or on school property, including buses, or during school activities, will be suspended or dismissed 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 Northeast Tech.

Any instructor who has reasonable cause to suspect that a student may be under the influence of or has in their possession any of the following, as they are now defined by law, shall immediately notify the appropriate administrative supervisor or their designee of such suspicions:

- Intoxicating & non-intoxicating beverages (i.e., beer, wine coolers, etc.)
- Controlled dangerous substances (including prescription drugs)
- Imitation controlled dangerous substances

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



## **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.

## **WITHDRAWAL**

When a student withdraws from Northeast Tech an official withdrawal form will be completed by Student Services. Students withdrawing must return all books, tools, and unused supplies. Any student missing ten (10) consecutive days without notice will be considered an automatic withdrawal.

## **RE-ADMISSION POLICY**

Any student dropped from Northeast Tech 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 Student Services. If the director chooses to re-admit the student, they 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 at least a "C" average and has satisfactory attendance, they will be in good standing and eligible for continued enrollment.

## **BEHAVIOR**

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### **CONDUCT (BOARD POLICY 3040)**

Since Northeast Tech's goal is to prepare students for the workplace, professional conduct is expected at all times. Instructors and staff members should be addressed by "Mr." or "Ms." and should be shown the same respect shown to an employer. Students are also expected to do their part in keeping the grounds and buildings clean and attractive.

Northeast Tech expects all students to treat others as they would want to be treated themselves. Students may work with and around potentially dangerous tools and machinery; therefore, it is important that all students 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.

Instructors will review the safety practices and guidelines that apply to their courses of instruction and provide safety exams to ensure students understand these guidelines. Applying these on a daily basis will enable students to safely function within the shop area without constant supervision.

### **STUDENT DRESS**

Northeast Tech is committed to providing a safe, professional, and productive learning environment that reflects industry and workplace expectations. As a career and technology education institution, students are expected to dress in a manner appropriate for their training environment and industry standards.

Student attire, grooming, and appearance must not:

- Create a safety hazard or disrupt the educational environment.
- Contain inappropriate language, images, symbols, or references to drugs, alcohol, tobacco, violence, discrimination, or sexual content.
- Expose private body areas or undergarments.
- Include excessively short (above mid-thigh length), tight, sheer, low-cut, or revealing clothing that would not be considered appropriate in a professional workplace or training environment.

For safety and instructional purposes:

- Students may be required to wear program-specific uniforms, scrubs, protective equipment, or closed-toe shoes.
- Instructors may prohibit attire, jewelry, hairstyles, or accessories that interfere with safety, sanitation, or industry standards.

Students who do not meet dress code expectations may be asked to change clothing, cover inappropriate attire, or may be subject to disciplinary action in accordance with school policy.

This policy will also apply to extracurricular activities sponsored by Northeast Tech. The administration reserves the right to determine the appropriateness of student attire and grooming in all situations not specifically addressed in this policy.

### **FREE EXPRESSION (BOARD POLICY 3068)**

Northeast Tech Board of Education hereby adheres to Oklahoma law providing that outdoor areas of campuses of public institutions of higher education, which include technology center schools overseen by the State Board of Career and Technology Education, are public forums for the campus community.

## STUDENT LIABILITY

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.

## USE OF TOBACCO ON SCHOOL PROPERTY (BOARD POLICY 3066)

Smoking and the use of tobacco products, including, but not limited to: cigarettes; cigars; loose tobacco; rolling papers; chewing tobacco; snuff; matches; lighters; e-cigarettes; digital/personal vaporizers; and electronic nicotine delivery systems, is prohibited in the buildings or on the grounds of the district at all times by high school (secondary) students, regardless of age. Instructors and adult (post-secondary) students attending training courses, sessions, meetings, or seminars may smoke only in designated areas outside of buildings, away from general traffic areas, completely out of sight of students under 21 years of age, and only during breaks. State law prohibits high school students from breaking in designated smoking areas. Students and employees found to be in violation of this Policy will be subject to disciplinary action. Conduct which violates this policy may also be a criminal misdemeanor under Oklahoma Law.

## FINANCIAL AID & TUITION

### FINANCIAL AID INFORMATION

Some programs offered by Northeast Tech are approved for Veterans Affairs (VA) Education Benefits, Federal Pell Grants, Bureau of Indian Affairs Grants, Tribal Funding, Northeast Tech Scholarships, Northeast Tech Foundation Scholarships, Workforce in Action funding, and Otha Grimes/Francis Tuttle Memorial Scholarships. Other funding sources may be available. Please check our website for details. In order to receive Title IV and institutional assistance, a student must be in good standing and be making Satisfactory Academic Progress.

The academic year for financial aid begins July 1 and extends through the completion of the program or June 30 of the following year, whichever comes first. Students may receive Pell funds for only one program at a time, and only the following programs are eligible for Pell funds: Electrical Lineman, Practical Nursing, Marine Service Technology, Master Instructor, and Evening Adult Cosmo. A program must be at least 600 hours in length to be eligible for Pell. In addition, the following procedures and guidelines will apply to all recipients of financial aid.

As a matter of priority, Northeast Tech will use a student's first available financial aid to pay any outstanding educational expenses owed to Northeast Tech. If a student is eligible for Pell, their books and supplies will be made immediately available to the student and the cost of those books and supplies may be withheld from Pell funds earned. Remaining balances of financial aid award will be disbursed periodically to the student through their campus Student Services Office. These checks must be picked up in person, unless other written authorization arrangements are on file in the District Financial Aid Office. Any check not claimed within 30 days after a disbursement date will be returned to the District Financial Aid Office to be returned to the U.S. Department of Education.

A student may be awarded aid at any time during the year. The normal awarding process takes approximately two (2) weeks after all required information and documentation has been received by the District Financial Aid Office.

If a student has not received a financial aid award letter by the first day of class, the student must be prepared to make arrangements with their campus Business Office to pay required tuition, book, supply, and fee charges. Students have the choice to opt out of purchasing books through Northeast Tech and may acquire them on their own. A tuition payment plan option is available through the campus Business Office. If a student has not been awarded financial aid or set up a payment plan by the end of the third (3rd) week of class, the student may be dropped from the training. **VA beneficiaries will not be penalized, charged late fees, or have enrollment impacted due to delayed VA payments or certification processing. The institution complies with all Department of Veterans Affairs regulations to ensure uninterrupted access to education for eligible students.**

The financial aid award letter may list several types of aid. A student may accept all, part or none of the financial aid awarded. If students receive other financial aid from any source such as tuition waivers or outside agency funding, their Pell award may be adjusted.

### FINANCIAL AID 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 diploma/transcript, GED certification / scores or documentation of home schooling. After the student begins attending Northeast Tech, this means that the student is performing well enough in terms of grades and progression to continue enrollment.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS – MINIMUM STANDARD FOR ALL STUDENTS**

Students receiving financial assistance must demonstrate the ability to satisfactorily complete post-secondary work. This is known as Satisfactory Academic Progress (SAP). SAP is based on four components: completed hours, grades, weeks, and progression. 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 of their program to maintain eligibility for financial aid. Students must also maintain a grade point average of 2.0 (C) or higher. Students must also be progressing in their major so that they will complete their training before they have attempted more than 150% of the published number of hours required. In all cases, a student must be in good standing and be eligible for continued enrollment. A grade of "I" or Incomplete, or a failing grade will not count as hours completed toward SAP. According to U.S. Department of Education regulations, anyone with records below these standards will have their financial aid immediately terminated. There is no probation period.

## **DISBURSEMENTS**

Students may receive one or two disbursement(s) per payment period. The student will be awarded funding after the student submits all required information and documentation to the District Financial Aid Office and the student's aid is processed. The first disbursement will be made after the awarding is complete and no earlier than 30 days after enrollment has begun, with subsequent disbursements issued according to the appropriate payment period. Any payment due to Northeast Tech may be deducted from the disbursement with the remaining balance going directly to the student. Grades, attendance, weeks, and progress will be checked at the end of each payment period. If a student is meeting Satisfactory Academic Progress requirements, they may receive a second payment. A student must complete the hours and weeks paid for in the first payment period and be making SAP before any additional disbursements will be made.

## **LOSS OF FUNDING (SEE FINANCIAL AID POLICIES & PROCEDURES, PAGE 13)**

Financial Aid will be suspended if the student has not maintained SAP according to Northeast Tech policy and federal regulations regarding grades, attendance, weeks, and progress. If a student is not maintaining a 2.0 (C) or higher, or has not attended the required number of hours and weeks, or is not progressing in their program, they will receive a letter of termination of financial aid. Enclosed with this letter will be a copy of Northeast Tech's Satisfactory Academic Progress Policy and a Financial Aid Appeal Form. The student will have 15 days from the date of the letter to file an appeal, which must be submitted in writing with supporting documentation to the District Financial Aid Office. The appeal will be reviewed by an appointed appeal committee.

## **FINANCIAL AID APPEAL PROCESS – MINIMUM STANDARDS FOR STUDENTS WHOSE FINANCIAL AID HAS BEEN TERMINATED AND RE-ESTABLISHING ELIGIBILITY**

The student will receive written notification of the appeal decision. The committee's decision is final. If the committee approves the appeal, the student's financial aid will be reinstated when the student has completed all attempted hours and met all conditions required by the appeal committee and Northeast Tech's Satisfactory Academic Policy requirements. The student will be on probation for the next full payment period. The student may receive partial payment with SAP and adherence to conditions checked halfway in the payment period. If appeal conditions and Northeast Tech SAP policies are not met within the required period set by the appeal committee, the student's financial aid will be terminated without option of appeal. The student may be required during this process to set up a payment plan with Student Services to pay for tuition and other required charges.

For a student to reinstate financial aid after an appeal is denied, the student must attend one full financial aid payment period without benefit of financial aid, at their own expense, and must meet all Northeast Tech and Financial Aid policies regarding Satisfactory Academic Progress. After meeting those policy requirements, a student may submit a formal request to the District Financial Aid Office asking for reinstatement of financial aid. Requests must be submitted to the District Financial Aid Office, PO Box 487, Pryor, OK 74362. The student will be notified of the formal request result.

## **RETURN OF FEDERAL TITLE IV UNEARNED FUNDS**

Federal law now specifies how schools determine the amount of federal financial aid a student earns if they officially or unofficially withdraw, drop out, or are dismissed prior to completing more than 60% of a payment period. Official withdrawal is when a student notifies Northeast Tech that they will be withdrawing or the school withdraws the student because of excessive absences, low grades or behavioral reasons. Unofficial withdrawal is when the student ceases to attend without notification to Northeast Tech. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. After withdrawal, the amount of Title IV (Pell) earned by the student must be re-calculated. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed is less than the amount earned, the student may be eligible to receive a post-withdrawal disbursement of the earned aid not yet received. A student is considered to have withdrawn from a payment period if the student does not complete all of the clock hours and weeks of instructional time in the payment period that the student was scheduled to complete. 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.



The percent earned equals the number of clock hours scheduled to attend, up to the withdrawal date (the student's last date of attendance) as determined by the institution from its attendance records divided by total clock hours in the payment period. The percent of unearned funds equals 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 Northeast Tech or Department of Education to return the funds. The student will be sent a letter giving an explanation of the calculation and stating the amount the student has to repay. The student has 45 days to respond to the letter and to set up a repayment plan with Northeast Tech. If a student does not reply to the letter of notification within 45 days, the grant overpayment will be submitted to the US Department of Education for collection. The student will then have to deal directly with the US Department of Education. The student may also be billed for funds Northeast Tech is required to repay.

If the Return of Title IV Funds calculation shows that a student earned funds they were not paid, a post-withdrawal disbursement is generated. Post-withdrawal funds are paid in the following order: (1) Northeast Tech withholds any outstanding charges owed by the student; (2) The student receives any balance of funds, paid directly to the student.

### **OKLAHOMA TUITION AID GRANT (OTAG)**

Students apply for OTAG by filing a FAFSA at [www.studentaid.gov](http://www.studentaid.gov). It is recommended that the student file as soon as possible after Oct. 1st. It is a need-based grant and the application receipt date is used to determine eligibility; funds are limited. A student must receive Pell to be able to receive an OTAG Award. It is awarded once in the Fall semester. To be eligible, a student must have filed a FAFSA, be a US citizen, and be an Oklahoma resident. Award amounts are based on the student's status of Full-time.

### **VETERANS AFFAIRS ADMINISTRATION FINANCIAL AID GUIDELINES**

In order to be certified to receive VA Education Benefits, the VA student must submit the following:

1. Official Authorization of Education Benefits/Certificate of Eligibility – This can be requested from the Muskogee VA Office or online.
2. The Northeast Tech Prior Credit Form – This asks for prior military training, education and work experience. After submission to the Financial Aid Office, an evaluation will be done by Student Services and/or the instructor of the student's enrolled training. Any prior credit approved may be adjusted from the student's enrolled training in all/part of the following: Curriculum hours, attendance hours, cost of attendance, length of training certified to the VA. Prior credit is limited to not more than 50% of the major.
3. All transcripts for schooling/training since high school – This should also include the student's military transcript. The student can go to their military website and print their transcript. If the student does not have a military transcript, they may submit their military branch's Report of Separation & Record of Services of Certification of Release or Discharge from Active Duty which lists military education.
4. Any other documentation of any former training or field experience related to the training in which student is enrolled (such as work experience) – This will be evaluated and possible credit may be awarded.

The student will be certified by the Northeast Tech School Certifying Official with the VA Office after their first day of class and all above required documentation has been received by the District Financial Aid Office. It is the student's responsibility to come to the Campus Financial Aid Office on their first day of attendance to notify Financial Aid that their training has begun. VA Certification will not be submitted until student notifies the Financial Aid Office of their attendance and all documentation is submitted.

For students receiving Education Benefits under Chapter 33 Post -9/11 GI Bill®, the Tuition & Fees payment will be sent directly to the school through ACH Direct Deposit. For Chapters 30 and 35, all payments will be made directly to the student and the student will be responsible for paying any and all charges on their account. In order to continue receiving VA funding, it is the student's responsibility to go online to [www.gibill.va.gov](http://www.gibill.va.gov) or call the VA Monthly Verification of Attendance number, 1-877-823-2378 at the end of each month's training to verify their attendance hours.

\*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 <http://benefits.va.gov/gibill>.

### **SATISFACTORY ACADEMIC PROGRESS**

See Financial Aid Satisfactory Academic Progress – Minimum Standard for All Students policy on page 14.

## TUITION & FEES POLICY

Adult students are required to pay tuition, unless awarded a 13th Year Scholarship (Board Policy 3021). All adult students will be required to pay a supply fee of \$75 per semester. Adult 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. Additional fees may be required based upon course enrollment.

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

|                                                     | Price per Semester | Price per Year |
|-----------------------------------------------------|--------------------|----------------|
| Full-Time In-District:                              | \$1,200            | \$2,400        |
| Full-Time Out-of-District:                          | \$2,400            | \$4,800        |
| *Evening Cosmetology In-District Total Cost:        |                    | \$6,575        |
| *Evening Cosmetology Out-of-District Total Cost:    |                    | \$9,700        |
| *Lineman Training In-District Total Cost:           |                    | \$8,116        |
| *Lineman Training Out-of-District Total Cost:       |                    | \$11,416       |
| *Practical Nursing (PN) In-District Total Cost:     |                    | \$7,418        |
| *Practical Nursing (PN) Out-of-District Total Cost: |                    | \$10,703       |

## TUITION REFUND POLICY

To withdraw a student must complete an official withdrawal form through the campus registrar. If the student is eligible for a refund it will be processed within 30 business days.

If a student drops before the first 59 clock hours of attendance of a program the student will receive a full refund of tuition for the program and any refundable supply fees (refundable supply fees are detailed in the program handbook) that have been paid to the district. No clock hours will be transcribed.

If a student withdraws or is dismissed after the first 59 clock hours of attendance but before 450 clock hours of attendance of a program the student will receive a refund of 1/2 of the total tuition for the program and any refundable supply fees that have been paid to the district. Clock hours may be transcribed for completed work.

If a student withdraws or is dismissed after 450 clock hours of attendance of a program a student will receive no refund. Clock hours may be transcribed for completed work.

## VETERANS AFFAIRS ATTENDANCE & PROGRESSION

If a student has more than 10% absences from scheduled class sessions in a training period and/or fails to maintain a minimum 2.0 GPA:

- The Student will be granted a grade of "F"
- A notice is sent to the student and/or parents

Students are given an option to appeal. If the appeal is approved the student is put on probation for one payment period of a minimum of one semester/term. If the appeal is not approved the student is immediately withdrawn from the program in question. If the student wishes not to appeal, they are allowed to withdraw following standard withdrawal procedures at their campus location.

## VETERANS AFFAIRS LEAVE OF ABSENCE DUE TO ACTIVE DUTY

Students who are called to active duty will be provided opportunity, up to one (1) year after returning from active duty, to be re-instated in the same program of study.

## VETERANS AFFAIRS TUITION REFUND POLICY

VA tuition policy is the same as stated in the Tuition Refund Policy section. If a VA student has withdrawn because they were called to active duty, and has attended past the 59 hours of the Northeast Tech refund policy, the tuition paid will be credited to the student's account. When they return to Northeast Tech to resume their training, the student will be credited for that amount. Due to early withdrawal or termination, other than active duty, the VA student may be in debt to the VA. All refunds will be processed within 30 days of written request. If tuition and fees were paid from a source other than the student, e.g., (VA, WIA, Vocational Rehabilitation, Pell) the money will be refunded to the appropriate agency.

### **ANNUAL SECURITY REPORT (BOARD POLICY 3067)**

Northeast Tech works in conjunction with local law enforcement agencies to provide a safe and secure environment for students, employees, and community members. Northeast Tech's policy is to gather information regarding crime and to secure the appropriate assistance of law enforcement agencies and/or site authorities. This crime-related information is disclosed annually to the United States Department of Education and published in the District's Annual Security Report (ASR). This report discloses the crime statistics for the past three years and communicates the school's policies and procedures as they relate to campus safety and security. Additionally, this report is maintained and published in compliance with federal law and is required of any institution that accepts federal funds for the purpose of offering student financial aid. A printed copy of the ASR is available upon request or can be accessed at [netech.edu](http://netech.edu).

Northeast Tech has initiated several practices aimed at reducing and preventing crime on campus. Such notable efforts include the creation of a Campus Police Department, faculty and staff in-service training, provision for alcohol/drug counseling, assault and violence prevention programs and crime prevention pamphlets provided to students and employees. Laws of the United States and the state of Oklahoma govern all activities on all Northeast Tech campuses and at Northeast Tech events. Violators of any such laws will be subject to prosecution.

### **ILLNESS OR INJURY WHILE AT SCHOOL**

Students who become ill or injured while at school shall immediately notify their instructor and report to the office. For high school students, Northeast Tech will first attempt to contact a parent or guardian. Northeast Tech asks 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.

### **INSURANCE**

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

### **MEDICATION (BOARD POLICY 3064)**

If it becomes necessary for a student to take any form of medication while at Northeast Tech, 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, the Authorization to Administer Medicine online form must be completed by the parent/guardian or adult student. 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.

### **DIABETES CARE AND MANAGEMENT (BOARD POLICY 3058)**

In accordance with Oklahoma State Statute, Northeast Tech has a school nurse and/or volunteer diabetes care assistant designated at each of its campuses trained to recognize complications, understand care plans, and administer aid to diabetic students. Parents are required to provide these individuals written authorization to access the student's physician at all times, and Northeast Tech will maintain the student's care plan and related documentation as confidential student health records.

### **SAFETY DATA SHEETS**

Northeast Tech prides itself on making every effort to ensure that all chemicals used on campus are used in a safe manner. Some of the chemical ingredients may constitute a hazard if used improperly. The proper usage and potential hazards of all chemicals are explained on their Safety Data Sheets (SDS). Much of the information included on the SDS relates to possible effects of overexposure to a chemical ingredient and not to a safe, acceptable level of exposure.

In the modern industrial and workplace environment, it is impossible to avoid the use of chemicals. When the instructions are followed precisely, the recommended safety practices observed, and the student familiarizes themselves with the SDS 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 SDS. The SDS provides valuable information which will ensure 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 a student is pregnant or plans to become so, the student should notify the instructor before using or being exposed to any chemicals. Students may ask for a list of the chemicals they will come in contact with and should take it to their doctor so that they may have the necessary information to advise on 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. Should any of these occur, students should notify their instructor and physician immediately. Students and staff must work together to keep Northeast Tech safe and accident-free. All students have access to a database containing an SDS on every chemical in use at Northeast Tech through a link on their classroom desktop computer or by scanning a QR code posted in each classroom.

#### **REQUIRED NOTIFICATION OF ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA), WHICH IS PART OF THE TOXIC SUBSTANCES CONTROL ACT (TSCA) (PL 99-519) & 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 office listed below during normal working hours. All campuses have been tested for lead in the drinking water and radon gas and, in both cases, neither was present at a level that required any action. All questions concerning these matters may be addressed to Jimmy Sanders, Northeast Tech Administrative Office, at (918) 825-7040.

#### **APPEAL & GRIEVANCE PROCEDURE (BOARD POLICY 5002)**

A grievance is a complaint by any student at Northeast Tech 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.

##### **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 (5) 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 (10) 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.
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 Northeast Tech's Board of Education where a final decision will be rendered.

#### **FERPA – ANNUAL NOTICE TO EMPLOYEES, STUDENTS & PARENTS (BOARD POLICY 3103)**

Federal Law requires all schools receiving federal funding to annually provide a notice to all enrolled students regarding their rights under the Family Educational Rights and Privacy Act (FERPA). This notice will inform parents and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.
2. 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.
3. 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. Northeast Tech 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.
4. File a complaint with the U.S. Department of Education concerning Northeast Tech's alleged failure to comply with FERPA.

Northeast Tech 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." Questions regarding FERPA should be directed to campus administrators.

## **ASSAULT & BATTERY OF SCHOOL EMPLOYEES AND STUDENTS (BOARD POLICY 3054)**

21 Okla. Stat. 650.7 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.

## **SCHOOL SAFETY AND BULLYING PREVENTION ACT (BOARD POLICY 3041)**

This policy is adopted to create an environment conducive to the learning process and free from unnecessary disruption in accordance with the School Bullying Protection Act, 70 Okla. Stat. § 24-100.2. Students and employees are prohibited from engaging in any acts which fall under the definitions of “harass, intimidate, bully, or threaten”, including but not limited to expressive gestures, written or verbal expression, electronic communication or physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of Northeast Tech. All students will be provided a summary of this policy and a copy of the entire policy will be available upon request.

## **REPORTING A CRIME (BOARD POLICY 3067)**

Crime victims are encouraged to report any incident, regardless of apparent insignificance, to the Campus Police Department in person or by phone, or Student Services when a Campus Police Officer is not available. 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.

## **TIPS TO AVOID VICTIMIZATION**

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

- Report strangers to a school employee
- Do not hesitate to call Campus Administration or Campus 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

## **VACCINATION**

For enrolled public secondary students, the District relies on the student's partner school to verify and maintain up-to-date immunization records or valid exemptions. Secondary students not enrolled in a participating partner school, including homeschool students and virtual students, may be required to furnish a current immunization record or a state-approved exemption certificate directly to the District prior to admission.

Adult students enrolled in specific health science programs, including Practical Nursing, must adhere to the specialized immunization and screening standards established by the District's clinical affiliates. The District will independently collect and verify these records prior to allowing a student to participate in clinical rotations. Costs incurred for compliance with clinical immunization standards are the responsibility of the student. Please see the Practical Nursing handbook for more information.

## **TECHNOLOGY**

### **NORTHEAST TECH NETWORK / INTERNET ACCESS, SAFETY & USE POLICY (BOARD POLICY 3052)**

All students are required to sign an acknowledgement that they have read and understand the following 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.

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 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 campus IT specialist.

### *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 online 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 Tech may deny, revoke, or suspend specific user access.

### *II – PROHIBITED USES*

Northeast Tech 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 their 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 Tech staff members.
- **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*

There is no legitimate expectation of privacy in the use of any technology owned by Northeast Tech. 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 Tech 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 – DAMAGE*

Northeast Tech and its internet service provider(s) make no warranties of any kind, whether expressed or implied, for the service provided. Northeast Tech 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 omissions. Use of any information obtained via Northeast Tech or its internet service provider(s) is at the user's own risk. Northeast Tech is not responsible for the accuracy or quality of information obtained.

### *VII – SECURITY*

Users of Northeast Tech's internet system agree to notify any Northeast Tech personnel 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 – ACCEPTANCE OF TERMS AND CONDITIONS*

All terms and conditions as stated in this document are applicable to Northeast Tech 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.



## SCHOOL NOTIFICATION SYSTEM

In an effort to improve communication between parents, students, and the school, Northeast Tech has implemented ParentSquare, a text-based communication system that enables school personnel to notify all households and parents by text message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. On occasion, due to snow or other winter weather, it is necessary to cancel classes at Northeast Tech. The administrative staff will notify the local media in the event of school closings.

**Please Note:** Northeast Tech has four campuses. Students should carefully read or listen to school closings to determine if their campus is closed. Just because one of the four campuses is closed does not mean that the other three are closed as well. Students may call the campus directly to see if it is open or closed. Each campus may also notify its faculty and students via the ParentSquare phone notification system. Students may also check local television stations and Northeast Tech social media accounts for official school closing information.

## STAFF-TO-STUDENT COMMUNICATIONS (Board Policy 3049)

Oklahoma HB 3958 went into effect July 1, 2024, and requires school personnel engaging in electronic or digital communication with an individual student to include the student's parent or guardian in the electronic or digital communication, unless the communication is on a school-approved platform and related to school and academics.

Northeast Tech's school-approved electronic or digital communication platforms which employees may use to communicate with students are limited to the following:

- Northeast Tech District Email ([netech.edu](mailto:netech.edu))
- Moodle Learning Management System
- Achademix Student Information System
- ParentSquare
- Official Northeast Tech social media, which encompasses Facebook, Instagram, and LinkedIn. (This does NOT include individual employees' and class social media accounts.)

Please limit to contacting your instructors or other Northeast Tech employees through one of these platforms, or include your parent in the communication.

## 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 mailbox. In case of emergency, the campus's 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.

## WIRELESS TELECOMMUNICATION DEVICES (BOARD POLICY 3053)

The rules shall provide 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 only if authorized by Northeast Tech 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 not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists.

Violation of any of these rules may result in disciplinary action, including device confiscation, suspension, or dismissal. The student (or parent of high school student) may be required to meet with the campus director to discuss the requirements of the policy and any disciplinary actions taken and to reclaim their electronic device.

**Warning:** Taking, disseminating, transferring, or sharing 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.

FY27



| JULY '26                 |    |    |    |    |    |    | AUGUST '26   |    |           |    |    |    |    | SEPTEMBER '26   |    |    |    |    |                   |    |                    |                                                    |
|--------------------------|----|----|----|----|----|----|--------------|----|-----------|----|----|----|----|-----------------|----|----|----|----|-------------------|----|--------------------|----------------------------------------------------|
| S                        | M  | T  | W  | T  | F  | S  | S            | M  | T         | W  | T  | F  | S  | S               | M  | T  | W  | T  | F                 | S  | 1-Jul              | Commence FY27                                      |
|                          |    |    | 1  | 2  | 3  | 4  |              |    |           |    |    |    | 1  |                 |    | 1  | 2  | 3  | 4                 | 5  | 3-Jul              | Independence Day                                   |
| 5                        | 6  | 7  | 8  | 9  | 10 | 11 | 2            | 3  | 4         | 5  | 6  | 7  | 8  | 6               | 7  | 8  | 9  | 10 | 11                | 12 | 3-Aug              | Instructors/10 Month Employees Report              |
| 12                       | 13 | 14 | 15 | 16 | 17 | 18 | 9            | 10 | 11        | 12 | 13 | 14 | 15 | 13              | 14 | 15 | 16 | 17 | 18                | 19 | 3&4-Aug            | State CareerTech Conf. 2 Professional Days         |
| 19                       | 20 | 21 | 22 | 23 | 24 | 25 | 16           | 17 | 18        | 19 | 20 | 21 | 22 | 20              | 21 | 22 | 23 | 24 | 25                | 26 | 12-Aug             | First Day of School                                |
| 26                       | 27 | 28 | 29 | 30 | 31 |    | 23           | 24 | 25        | 26 | 27 | 28 | 29 | 27              | 28 | 29 | 30 |    |                   |    | 7-Sep              | Labor Day                                          |
|                          |    |    |    |    |    |    | 30           | 31 |           |    |    |    |    |                 |    |    |    |    |                   |    |                    |                                                    |
| OCTOBER '26              |    |    |    |    |    |    | NOVEMBER '26 |    |           |    |    |    |    | DECEMBER '26    |    |    |    |    |                   |    |                    |                                                    |
| S                        | M  | T  | W  | T  | F  | S  | S            | M  | T         | W  | T  | F  | S  | S               | M  | T  | W  | T  | F                 | S  | 14-Oct             | Professional Day Students-No Class                 |
|                          |    |    |    | 1  | 2  | 3  | 1            | 2  | 3         | 4  | 5  | 6  | 7  |                 |    | 1  | 2  | 3  | 4                 | 5  | 15-16-Oct          | Fall Break                                         |
| 4                        | 5  | 6  | 7  | 8  | 9  | 10 | 8            | 9  | 10        | 11 | 12 | 13 | 14 | 6               | 7  | 8  | 9  | 10 | 11                | 12 | 19-Oct             | Professional Day Students-No Class                 |
| 11                       | 12 | 13 | 14 | 15 | 16 | 17 | 15           | 16 | 17        | 18 | 19 | 20 | 21 | 13              | 14 | 15 | 16 | 17 | 18                | 19 | 23-27-Nov          | Thanksgiving Break                                 |
| 18                       | 19 | 20 | 21 | 22 | 23 | 24 | 22           | 23 | 24        | 25 | 26 | 27 | 28 | 20              | 21 | 22 | 23 | 24 | 25                | 26 | 18-Dec             | End of 1st Semester                                |
| 25                       | 26 | 27 | 28 | 29 | 30 | 31 | 29           | 30 |           |    |    |    |    | 27              | 28 | 29 | 30 | 31 |                   |    | 12/21-1/1          | Holiday Break                                      |
|                          |    |    |    |    |    |    |              |    |           |    |    |    |    |                 |    |    |    |    |                   |    |                    |                                                    |
| JANUARY '27              |    |    |    |    |    |    | FEBRUARY '27 |    |           |    |    |    |    | MARCH '27       |    |    |    |    |                   |    |                    |                                                    |
| S                        | M  | T  | W  | T  | F  | S  | S            | M  | T         | W  | T  | F  | S  | S               | M  | T  | W  | T  | F                 | S  | 4-Jan              | Professional Day Students-No Class                 |
|                          |    |    |    |    | 1  | 2  |              | 1  | 2         | 3  | 4  | 5  | 6  |                 | 1  | 2  | 3  | 4  | 5                 | 6  | 5-Jan              | Classes Resume                                     |
| 3                        | 4  | 5  | 6  | 7  | 8  | 9  | 7            | 8  | 9         | 10 | 11 | 12 | 13 | 7               | 8  | 9  | 10 | 11 | 12                | 13 | 18-Jan             | Martin Luther King Jr. Day                         |
| 10                       | 11 | 12 | 13 | 14 | 15 | 16 | 14           | 15 | 16        | 17 | 18 | 19 | 20 | 14              | 15 | 16 | 17 | 18 | 19                | 20 | 10-12-Feb          | Student Interviews (10&11) Students-No Class       |
| 17                       | 18 | 19 | 20 | 21 | 22 | 23 | 21           | 22 | 23        | 24 | 25 | 26 | 27 | 21              | 22 | 23 | 24 | 25 | 26                | 27 | 15-Feb             | President's Day                                    |
| 24                       | 25 | 26 | 27 | 28 | 29 | 30 | 28           |    |           |    |    |    |    | 28              | 29 | 30 | 31 |    |                   |    | 12-19-Mar          | Spring Break                                       |
| 31                       |    |    |    |    |    |    |              |    |           |    |    |    |    |                 |    |    |    |    |                   |    | 26-Mar             | Good Friday                                        |
|                          |    |    |    |    |    |    |              |    |           |    |    |    |    |                 |    |    |    |    |                   |    |                    |                                                    |
| APRIL '27                |    |    |    |    |    |    | MAY '27      |    |           |    |    |    |    | JUNE '27        |    |    |    |    |                   |    |                    |                                                    |
| S                        | M  | T  | W  | T  | F  | S  | S            | M  | T         | W  | T  | F  | S  | S               | M  | T  | W  | T  | F                 | S  | 18-May             | Tentatively Last Day of School End of 2nd Semester |
|                          |    |    |    | 1  | 2  | 3  |              |    |           |    |    |    | 1  |                 |    | 1  | 2  | 3  | 4                 | 5  | 19-May             | Professional Day Students-No Class                 |
| 4                        | 5  | 6  | 7  | 8  | 9  | 10 | 2            | 3  | 4         | 5  | 6  | 7  | 8  | 6               | 7  | 8  | 9  | 10 | 11                | 12 | 31-May             | Memorial Day                                       |
| 11                       | 12 | 13 | 14 | 15 | 16 | 17 | 9            | 10 | 11        | 12 | 13 | 14 | 15 | 13              | 14 | 15 | 16 | 17 | 18                | 19 | 18-Jun             | Juneteenth                                         |
| 18                       | 19 | 20 | 21 | 22 | 23 | 24 | 16           | 17 | 18        | 19 | 20 | 21 | 22 | 20              | 21 | 22 | 23 | 24 | 25                | 26 |                    |                                                    |
| 25                       | 26 | 27 | 28 | 29 | 30 |    | 23           | 24 | 25        | 26 | 27 | 28 | 29 | 27              | 28 | 29 | 30 |    |                   |    |                    |                                                    |
|                          |    |    |    |    |    |    | 30           | 31 |           |    |    |    |    |                 |    |    |    |    |                   |    |                    |                                                    |
| Program Hours            |    |    |    |    |    |    | Class Times  |    |           |    |    |    |    |                 |    |    |    |    |                   |    | District Closed    |                                                    |
| Daily F/T Program Hours: |    |    |    |    |    |    | 6.00         |    | Morning   |    |    |    |    | 8:30-11:30 a.m. |    |    |    |    | Professional Days |    | Students-No Class  |                                                    |
| Daily P/T Program Hours: |    |    |    |    |    |    | 3.00         |    | Afternoon |    |    |    |    | 12:30-3:30 p.m. |    |    |    |    | Meeting           |    | Board of Education |                                                    |

Approved by the Board of Education on **February 9, 2026.**



| What to Disclose, When & to Whom                                                                                                                                                                                                                                                    | Brief Description of Information to be Disclosed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Where to Find Information                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>What: Institutional Information</b><br/>When: Upon Request</p> <p>To: Enrolled Students<br/>Prospective Students</p>                                                                                                                                                          | <ul style="list-style-type: none"> <li>Cost of attending Northeast Tech i.e.: Tuition and Fees</li> <li>Institutional Refund Policy/Requirements for officially withdrawing from school</li> <li>Information regarding the school's programs &amp; academic support</li> <li>Entities that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing documentation</li> <li>Description of any special services &amp; facilities for students with disabilities</li> <li>Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</li> <li>Penalties &amp; institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing</li> <li>Net Price Calculator</li> <li>Constitution Day/Voter Registration/Vaccination Policies</li> <li>Grievance Procedures</li> </ul>                                                                                                                                        | <ul style="list-style-type: none"> <li>Northeast Tech Website <a href="http://www.netech.edu">www.netech.edu</a></li> <li>Student Handbook</li> <li>Consumer Information Guide <a href="http://www.netech.edu">www.netech.edu</a></li> </ul>                                                                                                                                                                                                                                 |
| <p><b>What: Financial Assistance Information</b><br/>When: Upon Request</p> <p>To: Enrolled Students<br/>Prospective Students</p>                                                                                                                                                   | <ul style="list-style-type: none"> <li>Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of: (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; &amp; (4) criteria for determining the amount of a student's award</li> <li>Rights &amp; responsibilities of students receiving Title IV &amp; other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</li> <li>Procedures for the Return of Title IV Aid and Repayments by withdrawn students</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Guide <a href="https://www.netech.edu">https://www.netech.edu</a></li> <li>FAFSA website: <a href="https://studentaid.gov">studentaid.gov</a></li> <li>Financial Aid Policy &amp; Procedures</li> </ul>                                                                                                                                                                                |
| <p><b>What: Family Educational Rights and Privacy Act (FERPA)</b><br/>When: Upon Request</p> <p>To: Enrolled Students<br/>Parents of enrolled students under the age of 18<br/>Prospective Students</p>                                                                             | <ul style="list-style-type: none"> <li>Right to &amp; procedures for inspecting &amp; reviewing student's education records</li> <li>Right to &amp; procedures for requesting amendment of student's education records believed to be inaccurate or misleading</li> <li>Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR §99.31)</li> <li>Students right &amp; procedures for directory information to not be disclosed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Guide <a href="https://www.netech.edu">https://www.netech.edu</a></li> <li>Board of Education Policy 3103</li> </ul>                                                                                                                                                                                                                                                                   |
| <p><b>What: Completion/Graduation Rate, Retention Rate, &amp; Transfer Out Rate</b><br/>When: Ongoing<br/>Upon Request</p> <p>To: Enrolled Students<br/>Prospective Students</p>                                                                                                    | <ul style="list-style-type: none"> <li>The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the postsecondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</li> <li>Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</li> <li>Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS)</li> </ul>                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>U.S. Dept. of Ed's College Opportunities On-Line website: <a href="https://nces.ed.gov/collegenavigator">nces.ed.gov/collegenavigator</a></li> <li>Northeast Tech ODCTE Profile <a href="https://oklahoma.gov/careertech/inter-active-data/tech-center-profiles.html">https://oklahoma.gov/careertech/inter-active-data/tech-center-profiles.html</a></li> <li><a href="http://www.netech.edu/">http://www.netech.edu/</a></li> </ul> |
| <p><b>What: Drug &amp; Alcohol Abuse Prevention</b><br/>When: Annually &amp; Upon Enrollment or Hire</p> <p>To: Enrolled Students<br/>Current Employees</p>                                                                                                                         | <ul style="list-style-type: none"> <li>Information on preventing drug &amp; alcohol abuse</li> <li>Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school's property, or as part of the school's activities</li> <li>A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</li> <li>A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</li> <li>A description of the health risks associated with the use of illicit drugs &amp; alcohol</li> <li>A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</li> </ul>                     | <ul style="list-style-type: none"> <li>Student Handbook</li> <li>Consumer Information Guide</li> <li><a href="http://www.netech.edu">www.netech.edu</a></li> <li>Board of Education Policy &amp; Procedures</li> </ul>                                                                                                                                                                                                                                                       |
| <p><b>What: Campus Security Report</b><br/>When: Annually by October 1<br/>To: Enrolled Students<br/>Current Employees</p> <p>When: Upon Request<br/>To: Prospective Students<br/>Prospective Employees</p> <p>When: Annually by date specified<br/>To: U.S. Dept. of Education</p> | <ul style="list-style-type: none"> <li>Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police. Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</li> <li>Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; federal &amp; state drug laws</li> <li>Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</li> <li>Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</li> <li>Emergency response &amp; evacuation policy, procedures &amp; programs</li> <li>Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</li> </ul> | <ul style="list-style-type: none"> <li>Consumer Information Guide</li> <li><a href="http://www.netech.edu">www.netech.edu</a></li> </ul>                                                                                                                                                                                                                                                                                                                                     |

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Northeast Tech's website, in the Student Handbook, and Consumer Information Guide.

There will be no discrimination in any Northeast Tech Campus facilities because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. Inquiries concerning application of this policy, Title IX or 504 plans should be directed to Dr. Ravonda Higgins, Deputy Superintendent at [ravonda.higgins@netech.edu](mailto:ravonda.higgins@netech.edu), 511 S. Elliott, Pryor, OK 74361, or (918) 825-7040. All Title IX information is available upon request.