



# ADULT TRAINING AND DEVELOPMENT STUDENT HANDBOOK

2014-15

It is the policy of Green Country Technology Center to provide equal opportunities for Title VI, Title IX, and Section 504 ADA, without regard to race color national origin, gender, age, disability, or status as a veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Mike Carman, Compliance Coordinator, Green Country Technology Center, P.O. Box 1217, 1100 N. Loop 56, Okmulgee, OK 74447. (918) 758-0840 or mcarman@gctcok.com

## **KNOWING AND ABIDING BY HANDBOOK POLICIES**

Each student is responsible for knowing and abiding by these policies and others which may be prepared and posted throughout the year.

The objective of Green Country Technology Center (GCTC) is to provide quality training in technical education to high school and adult students.

Our purpose demands that we meet changing and growing educational and industrial needs. This commitment means the development of new approaches and designs for learning. The long-range concerns and needs of industry, business and labor, and the consumer, challenge us to design instructional career pathways that will provide competent citizens with an opportunity to learn new skills and upgrade present skills.

GCTC realizes that all skills are transferable when the students have an understanding of the career field for which they are preparing and when they are motivated to become part of that field. GCTC also realizes that job skills not only provide the development of technical expertise, but they also promote student experiences that help to develop the interpersonal skills that contribute to a successful work life.

### **STUDENT POLICY**

Each student should use this handbook as a ready reference to questions that may arise during the school year. Student policies apply to all students enrolled at GCTC.

- No food or drink in any classroom.
- Tobacco use will not be tolerated on the GCTC campus.
- **School closings:** We encourage you to visit our website at [www.gctcok.edu](http://www.gctcok.edu) for a calendar of school events.
- **Inclement weather:** If school is closed for inclement weather, the local television stations will be contacted. Therefore, please check your local news stations for closings.
- **Cell phones:** cell phones may not be used during testing or instructor lectures.
- **Profanity:** you are expected to use appropriate language in class and on campus at all times. Inappropriate language will not be tolerated and will result in student withdrawal from class.
- **Class disruptions:** your behavior will affect other students' learning process. Therefore, classroom disruptions will not be tolerated.
- **Attendance:** School policy states that a student cannot miss more than 10% of scheduled class meetings. Therefore, once a student has reached 10%, he or she will be dropped from the class and no refund will be given.
- **Tardies:** Three tardies = 1 absence and will be counted toward the attendance requirement.

## **STUDENT ENROLLMENT**

### **Evening Enrollment**

Announcements concerning offerings and enrollment dates will be made on a service-area basis and applications will be received and enrollments made. Classes will be filled on a first-come, first-serve basis.

## **MINIMUM/MAXIMUM ENROLLMENT LEVELS**

Minimum and maximum enrollment levels of evening programs will be determined on an individual class basis with consideration given to funding, need, demand, and facilities.

## **TUITION**

Tuition payment: A \$10.00 deposit is required at the time of enrollment. Full tuition is due the first day of class.

## **REFUND POLICY**

Full refund will be made if GCTC is unable to provide the class. If a student drops before the first class meeting, tuition will be refunded MINUS the \$10.00 registration fee. If the class is dropped during the first week, a processing fee of \$10.00 will be charged and the balance of the tuition will be refunded. No refund will be made after the second week of class. The student must contact the Adult Education Director, in person or by phone, to indicate his/her desire to withdraw. At that time, a withdrawal date will be entered on the student's records. All books, uniforms and etc. must be returned before the refund check is given to the student or sponsoring entity.

## **STUDENT SERVICES**

### **Guidance and Counseling**

The Green Country Technology Center counselor is available to assist individuals with career and technical aptitudes and interests. The counselor also can assist with personal development, decision making, academic problems, and personal adjustment problems. Students are encouraged to use the counseling services available.

## **ATTENDANCE**

In order to receive certification or a completion grade, the student must attend 90% of class periods. Once a student has missed 10% of scheduled class time, he or she will be dropped from the class and no refund will be given to the student. One hundred percent (100%) attendance is required for all clinical training sessions. Students who fail to attend clinical training sessions will be dropped from class with no refund.

## **CERTIFICATE OF COMPLETION**

The Technology Center will issue a certificate to each student who meets all requirements and successfully completes the class.

## **DRESS CODE**

Students must be appropriately dressed in relation to the occupation for which they are preparing as defined by the instructor in each department and approved by the administration of the school. Students are required to wear clothing and safety devices compatible to the nature of the training. Students that represent the school on field trips will dress appropriately for the field trip.

## **WEAPONS FREE SCHOOL POLICY**

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from the campus and dropped from classes.

## **CODE OF CONDUCT**

Personal development and individual growth are very important parts of your experience at the Technology Center. All students are expected to conduct themselves in an appropriate manner at all times.

### **Some examples of misconduct are:**

- Disruption of school and/or class
- Abusive language/profanity
- Assault
- Bullying
- Damage or destruction of school or private property
- Carrying of weapons or dangerous instruments
- Use or possession of tobacco (secondary students)
- Abuse of driving privileges (speeding, reckless driving, etc.)
- Unlawful possession, use, distribution, or being under the influence of drugs or alcohol on school property or as part of any school activity

If misconduct occurs in the school building, on school property, or at school sponsored activities, disciplinary actions will be taken by the school (regardless of whether criminal charges result).

## **STUDENT GRIEVANCE PROCEDURE**

### **Purpose**

It is the policy of Green Country Technology Center to adopt and publish a grievance procedure which provides a prompt and equitable resolution of complaints from students, parents, employees, and patrons of the school district. This policy will be made available upon request.

## **USE OF DISTRICT COMPUTING RESOURCES**

District computing resources are intended for education, training, research, administration, and planning purposes. All persons using computing resources at Green Country Technology Center must read, agree, and sign a computer use "Acceptable Use Policy."

## **CARE OF TEXTBOOKS, TOOLS, AND EQUIPMENT**

Students are responsible for the care of all school-owned property that is assigned to them. If items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for replacement.

## **GRADING SCALE**

- 100-90 % = A
- 89%-80% = B
- 79%-70% = C
- 69%-60% = D



## Handbook Agreement

Each student is required to sign and turn in the following statement to his or her instructor.

I HAVE READ AND UNDERSTOOD THE POLICIES SET FORTH IN THE GREEN COUNTRY TECHNOLOGY CENTER HANDBOOK. I AGREE TO ABIDE BY THE RULES AND POLICIES AS INDICATED BY MY SIGNATURE.

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Student Signature

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Date

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Instructor Signature

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Date