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# Student Orientation

## **One Vision**

To be the region's leader of career and technical education, resulting in a quality job for every Tulsa Tech student and a skilled workforce for every company.

## **One Mission**

Educating people for success in the workplace.

## **One District**

**Tulsa Tech is committed** to providing a safe and effective environment conducive to student learning. All District policies and procedures are designed to enhance the safety of the students and staff and to maximize the value of the experience for the student. We are confident that you share this dedication to the quality of your education. For this reason, it is important that each and every student and all parents read and understand the rules and agree to abide by them. Please spend whatever time is necessary to review the Student Agreement and Information Form and read all policies, ask any clarifying questions necessary and sign the form acknowledging your understanding and commitment.

All Board of Education policies are available electronically at [tulsaotech.edu](https://tulsaotech.edu). If you do not have access to a computer, copies are available in the campus director's office. Each full-time student receives a password to access additional information such as campus rules, grades and attendance records. Students are encouraged to provide their parents with access to this information using the student password.

Instruction, Records, Students, Discrimination and Technology Policies may be referenced at [tulsaotech.edu](https://tulsaotech.edu) (under the tab "About" – District Policies). Click on the policy manual to access district policies.

<https://tulsaotech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf>

To request a hard copy of the manual call 918-828-5000.

## **Career and Technology Student Organizations (CTSO)**

### **Student Organizations**

All students will be given the opportunity to join a CTSO. Below is a list of all CTSO's available. Your instructor will direct you to the correct organization for your program.

- » Business Professionals of America (BPA)
- » DECA
- » Family, Career and Community Leaders of America (FCCLA)
- » Future Health Professionals (HOSA)
- » Skills USA
- » Technology Student Association (TSA)

You may also earn the opportunity to become a member of:

- » National Technical Honor Society (NTHS)

## **Program Certification**

Each student will be given the opportunity to learn the necessary information to test for Industry Certifications or Competencies.

## **Safety & Security**

District Policy Section 3-Business and Auxiliary Services may be referenced at [tulsaotech.edu](https://tulsaotech.edu) (under the tab "About" – District Policies). Click on the policy manual to access district policies.

<https://tulsaotech.edu/media/global-assets/pdf/Tulsa-Tech-Policy-Manual.pdf>

### **Campus Security Act**

In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Tulsa Technology Center is available at: <http://ope.ed.gov/security/Index.aspx>

### **Illness or injuries while at school**

The campus deputy first responder shall be contacted in the event first aid should be administered to a student. All injuries shall be reported to the instructor and campus director or assistant director.

## **Student Transport**

If a high school student suffers an injury or becomes ill while at school, it is the parent/guardian who must transport to private medical provider for further care.

## **Prescription and Non-Prescription Medications**

Prescription medication (a maximum one-week supply) must be in a container that indicates the following: student's name, name and strength of medication, dosage and directions for administration, name of physician or dentist, and date and name of pharmacy.

Such medication for a secondary student should be accompanied by a written authorization from the parent, guardian, physician or dentist that indicates the following: time to be administered and termination date for administering the medication. A copy of the written authorization should be kept in the campus administrator's office. Medication must remain in the possession of the student it is prescribed to. Students in possession of medication not prescribed and authorized to them will be subject to disciplinary action.

## **Sponsored Work Based Learning**

Whenever the required work-based learning involves a sponsor company, Tulsa Tech students will comply with all screening criteria of the sponsor company before the student is assigned to the experience. A memorandum of understanding will be executed between Tulsa Tech and the sponsor company enumerating those screening criteria. Tulsa Tech respects the right of the company to develop the screening criteria appropriate for the industry as well as the particular assignment. These companies may require the student complete certain immunizations or pass a drug test in order to be assigned.

## **Program Safety Requirements**

Students will have the potential of operating machines and equipment as a part of the shop/laboratory experience. These machines and equipment may present hazardous conditions during operation.

It is understood that students will be given proper instructions in the safe use of all machines and equipment before being allowed to use them. It will be the student's responsibility to follow ALL safety guidelines and therefore each student will:

- » Follow all shop/laboratory safety rules and guidelines.
- » Pass all safety tests with a score of 100% before working in shop or laboratory areas.
- » Never use any machine or equipment without first having permission from the instructor.
- » Immediately report ALL accidents / injuries to the instructor.
- » Use common courtesy and respect toward classmates while using any machine or equipment.
- » Wear all personal protective equipment (i.e. goggles, face shields, lab coats, gloves, safety glasses, hearing protection, etc.) as prescribed by the instructor of the program.

Each area of instruction will follow the safety and health requirements appropriate to the activities scheduled and will insure compliance with the Occupational Safety and Health Administration (OSHA) standards. Any program dealing with work-related chemicals will maintain a "Right to Know" station which will include a copy of the chemicals Safety Data Sheet (SDS). Some programs may require specialized Personal Protective Equipment (PPE) to prevent injury to students. This equipment may include: protective footwear, eye and face protection, along with hearing protection. All students are expected to comply with the established safety requirements designated by Tulsa Tech. The safety requirements for each instructional area will be discussed and enforced by the program instructor. Program instructors will require 100% on safety examinations before allowing a student to work in a laboratory or shop setting.

## **Lockout/Lockdown/Evacuate/Shelter**

Each campus has an alert system to warn students of emergency situations. Emergency instructions will be posted in each instructional area. Instructions will be given and a drill conducted in each class within the first 15 days of each semester and periodically throughout the year. When an emergency signal is sounded, students must follow the instructions posted in each instructional area. Students must remain in the assigned area until the all clear signal is given.

## **Crisis Response Team (CRT)**

The Crisis Response Team (CRT) was developed to assist with the prevention of crises, the management of crises and the provision of follow-up activities to crises. Types of crises which the CRT deals with include natural disasters, injury, serious illness, death of a student or faculty member, potential or actual suicide, medical emergencies, Standard Response Protocol (SRP) and any other event which could potentially cause serious disruption or harm to the students and staff. The CRT provides support for the students and staff during a crisis, is the liaison with community resources and media and helps all involved persons deal with a crisis. The CRT on each campus is composed of trained staff, counselors, safety and emergency response specialists and administrators. The names of the CRT will be posted on each campus. A student may contact any member of this team if he or she feels a situation could detrimentally affect other students and/or faculty on campus.

## **Campus Deputies**

Campus deputies are provided on all Tulsa Tech campuses to:

- » Provide traffic control
- » Issue motor vehicle citations
- » Monitor student and visitor activity
- » Assist with all emergencies
- » Provide first responder medical care

Campus deputies report all emergencies, injuries and crimes to the Campus Director or facility administrator and the District EHS Office. Campus deputies maintain written reports on all emergencies, crimes and relevant Tulsa Tech policy violations.

## **Emergency Phone Numbers**

<b>Campus Location</b>	<b>Campus Number</b>
Broken Arrow Campus .....	(918) 828-3000
Health Sciences Center .....	(918) 828-1200
Lemley Memorial Campus .....	(918) 828-1000
Owasso Campus .....	(918) 828-1400
Peoria Campus .....	(918) 828-2000
Riverside Campus .....	(918) 828-4000
Sand Springs Campus .....	(918) 828-1300
Safety & Security Office .....	(918) 828-1190

## **Outside Emergency Agencies**

Department of Human Services.....	(918) 426-6304
Domestic Violence Intervention Services.....	(918) 585-3143
Rape Hotline .....	(918) 744-7273
Suicide Hotline .....	(800) 273-8255
Police, Sheriff, Fire, Ambulance .....	911

## **Student Services**

### **Notice of Nondiscrimination**

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This institution shall not discriminate with regard to race, color, religion, gender, national origin, age, marital status, veteran status or disabilities.

### **Campus Counseling and Student Advisement Services**

Campus Counseling promotes student academic growth and career planning as well as guidance in personal/ social development. There are counselors available to serve students on each campus.

## **Placement Services**

Career Services assists students in finding employment in positions aligned with specific occupational skills acquired through education, training and experience. Oklahoma business leaders are aware of Tulsa Technology Center's ability to train people with industry-based curriculum that facilitates employment success. Job postings and additional resources are available at [hiretulsatechgrads.com](http://hiretulsatechgrads.com).

## **Services to Persons with Disabilities**

Any person with a disability who requires specific information regarding services should contact Student Services at (918) 828-5000.

## **Financial Assistance**

The Financial Assistance office is located on the Lemley Memorial Campus in the Career Service Center. For information call (918) 828-5280 or email [financialassistance@tulsatech.edu](mailto:financialassistance@tulsatech.edu)

## **Campus General Information**

### **Distribution/Posting of Materials**

The distribution/posting of materials on the campus must have Administrative approval.

### **Bookstore**

Students may purchase textbooks from the district bookstore. Contact (918) 828-5000.

### **ID Badges**

Students will be provided with student ID badges during the first weeks of class. They are required to have them on while on campus.

### **Academic Centers**

Academic Centers provide reading and math instruction for secondary and adult students. Instructors assess students entering a career and technology program to determine their skill levels. Instruction is then individually designed to address specific reading and math skills needed for success in career and technology programs. Both individual and group instruction is available.

### **Lockers**

- » Student lockers are provided in required areas. Students shall have no expectation of privacy in school lockers. Lockers are subject to search by school administrators, teachers or campus deputies.
- » Student lockers may be inspected and/or searched at any time with or without reasonable suspicion of a violation of a school rule, prior notice, the student's presence or the student's consent to such a search. By acceptance of the assignment of a school locker or by using any locker, the student consents to any and all inspections and searches and acknowledges that he/she has no expectation of privacy in such locker.
- » A student shall use only the locker specifically assigned to him/her. Student lockers should be kept locked. The student assigned the locker shall be presumed to be the owner of any legal or illegal items in his/her assigned locker. A student who feels, for any reason, that he/she cannot abide by these rules should decline to accept assignment of a school locker. Refer to Policy Manual – Section 10 - Students "Student Search and Seizure."
- » Do not share lockers or lock combinations.

### **Telephones**

Emergency telephone calls for students will be accepted in the Campus Administrative Office. Refer to Policy Manual – Section 12 – Technology "Student Mobile/Electronic Devices." Classroom, shop/lab and office phones are for staff use only.

## **Tools and Equipment**

- » Basic hand tools are provided to secondary students in all full-time programs.
- » Adult students may be required to provide tools. If so, a list of the tools will be provided.
- » Specialty tools and equipment are provided to all students in full-time programs.
- » Students are financially responsible for lost and vandalized tools and equipment.
- » Tulsa Tech is not responsible for personal tools which are lost or stolen.

## **Food Services**

A campus cafeteria is available on each campus and will be open during breakfast, break times and lunch.

## **Calendar**

The school calendar may be referenced at [tulsatech.edu](http://tulsatech.edu) (under the tab "About" - Calendar)

*Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, Pam Winterscheidt, [pam.winterscheidt@tulsatech.edu](mailto:pam.winterscheidt@tulsatech.edu), and 504 Coordinator, Michelle Metcalf, [michelle.metcalf@tulsatech.edu](mailto:michelle.metcalf@tulsatech.edu), 3638 S. Memorial Dr, Tulsa OK, 74145, 918-828-5000.*

**Q: When is the first day of school?**

**A:** Check on our website for up-to-date calendar information. AM classes meet from 8 AM -10:50 AM and PM classes meet from 12 PM - 2:50 PM, Monday through Friday. High School students report to their home high school the other half of the day.

**Q: How am I transported to Tulsa Tech?**

**A:** Bus routes run from each high school to Tulsa Tech campuses. Bus schedules are available at your high school. Check with your high school's counseling staff or contact the Transportation Department at Tulsa Tech at (918) 828-5000. Visit [tulsaitech.edu](http://tulsaitech.edu) for more information.

**Q: Where do I park?**

**A:** Students may park in designated parking areas on campus. Avoid parking in visitor or reserved spaces. Parking is free!

**Q: What is Tulsa Tech's attendance policy?**

**A:** Attendance is an important job skill, and thus we hold our students to a high standard as we work to prepare a strong work force. Students in full time programs, will be expected to complete all hours of the program and must maintain 90% attendance. This includes but is not limited to attendance for in person learning, work based learning and off-site learning opportunities. Part time students will be expected to maintain the attendance guidelines in the course syllabus. Programs such as professional barbering, cosmetology, aviation maintenance, dental assistant, radiological technology and surgical technology programs require an even higher standard of attendance, but there are opportunities for make-up work and make-up time when arranged through the instructors and through the attendance office. All time missed (absence, tardy, leave early) is recorded. Students must make up the course work and training for the time missed.

**Q: What is Tulsa Tech's dress code policy?**

**A:** Student dress must reflect the training program in which the student is enrolled and must be reasonable, modest, and appropriate for school and/or work setting. Some programs may require the purchase of uniforms. See instructor for details.

**Q: Will I receive academic credit from my high school?**

**A:** Students receive 3 elective credits for being in a program 3 hours a day and need to check with their high school counselor to determine if they have the required credits to graduate. Some programs may qualify for 1 academic required credit and 2 elective credits. Check with your counselor for more information.

**Q: Where do I go for student information such as scheduling changes, personal issues, college admissions, financial aid, and scholarships, etc?**

**A:** Contact your counselor in the Counseling Office.

**Q: How do I get more involved at Tulsa Tech?**

**A:** Take an active role in campus activities by participating in Career and Technology Student Organizations (CTSO). As part of each student's enrollment, all CTSO dues are paid by Tulsa Tech.

**Q: How can I become a member of the National Technical Honor Society?**

**A:** Meet academic and attendance requirements and obtain recommendation from your instructor. Contact your instructor and academic center for more details.

**Q: Does my training meet industry requirements?**

**A:** Curriculum is approved by state and national industry accreditation agencies and local business and industry advisory committees

**Q: Who can help me with internships, job search and placement?**

**A:** Instructors make arrangements for work-based learning (internships, clinicals, integrated projects, etc.). The district's Career Services department assists with job search, resumes, interview techniques, etc. This assistance is provided both during and after you complete your course, and is a lifetime service provided to Tulsa Tech alumni. Job postings and additional resources are available at [hiretulsaitechgrads.com](http://hiretulsaitechgrads.com).