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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 [tulsatech.edu](http://tulsatech.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 [tulsatech.edu](http://tulsatech.edu) (under the tab "About" – District Policies). Click on the policy manual to access district policies.

## TULSA TECH POLICY MANUAL

### SECTION 4 – INSTRUCTION

- » Attendance/Activities
- » United States Copyright Law
- » Intellectual Property Policy
- » Constitution Day and Citizenship Day
- » Observation of a Moment of Silence
- » Closing of School
- » Review of Instructional Material
- » Phone Calls During Class Time
- » Volunteer Services Program
- » Visitors to District Facilities
- » Religion in School

### SECTION 9 – RECORDS

- » Student Records:
  - Notification of Rights Under FERPA
  - Directory Information Notice

### SECTION 10 – STUDENTS

- » Student Admission to Full-Time Programs
- » Enrollment for Those Convicted of Felonies
- » Minor Student Residency
- » Physical Restraint of Students with Disabilities
- » Seclusion of Students with Disabilities
- » Educational Services for Students Under 504 and Title II of ADA
- » Disciplinary Removal of Secondary Students with Disabilities
- » Direct Threat
- » Adult Student Behavior and Discipline
- » Secondary Student Behavior and Discipline
- » Secondary Student Suspensions (Out-of-School)
- » Hazing
- » Student Bullying

- » Gun-Free Schools Student Suspension or Removal
- » Student Possession of Dangerous Weapons
- » Students, Drugs, and Alcohol
- » Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances
- » Student Search and Seizure
- » Use of Dogs Trained to Detect Illegal and Dangerous Substances
- » Administration of Medicine to Minor Students
- » Student Diabetes Care and Management
- » Scholarships
- » Student Attendance:
  - Secondary Student Attendance Procedures
  - Adult Student Attendance Procedures
- » Student Dress Code
- » Tuition Refund
- » International Students
- » Post Military Education
- » Student Grades
- » Work Based Experience
- » Compliance with Screening Criteria for Students Enrolled in Programs Requiring Sponsored Work Based Experience
- » Live Work
- » Student Organizations: Sponsorship and Closed Student Forums

## SECTION 11 – DISCRIMINATION

- » Student Records

## SECTION 12 – TECHNOLOGY

- » Internet and Technology Safety Pursuant to the Children’s Internet Protection Act
- » Computer/Network Acceptable Use
- » Student Mobile/Electronic Devices

# 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)
- » Distributive Education Clubs of America (DECA)
- » Family, Career and Community Leaders of America (FCCLA)
- » Future Health Professionals (HOSA)
- » Skills USA
- » Oklahoma Society of Radiologic Technologist (OSRT)
- » 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.

## HEALTH AND SAFETY

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu) (under the tab "About" – District Policies). Click on the policy manual to access district policies.

### SECTION 3 – BUSINESS AND AUXILIARY SERVICES

- » Campus Safety and the Jeanne Clery Act
- » District Provided Student Transportation
- » Safety Drills
- » Safe School Committees
- » Interference with the Peaceful Conduct of Activities
- » Restrictions on Presence of Sex Offenders on School Property
- » Distribution of Materials
- » Communicable Diseases
- » Contagious Health Conditions
- » Use of Tobacco Products
- » Custodial and Noncustodial Parant Rights (of Minor Students)
- » District Wide Parental Involvement (Secondary Students – Parent Bill of Rights)
- » Use of Security Cameras
- » Law Enforcement – Social Services Agencies

### 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.

### HEPATITIS "B" VACCINATION

Due to the potential exposure to blood borne pathogens or infectious body fluids, students enrolled in Health programs that require clinicals are required to have started the series of three (3) Hepatitis "B" vaccinations or sign a declination form acknowledging the student's decision to refuse to take the vaccinations. Instructors will inform students of additional requirements, if any.

### ACCIDENT REPORTING PROCEDURES

Any student suffering an injury or illness which occurs while on campus or while participating in an off- campus work-based experience, must complete a student accident report form. All accidents shall be reported to the instructor and campus director or assistant director.

## 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 Material Safety Data Sheet (MSDS). 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>Security Number</b>	<b>Campus Number</b>
Broken Arrow Campus .....	(918) 828-3091 .....	(918) 828-3000
Health Sciences Center .....	(918) 828-1091 .....	(918) 828-1200
Lemley Memorial Campus .....	(918) 828-1091 .....	(918) 828-1000
Owasso Campus .....	(918) 828-1409 .....	(918) 828-1400
Peoria Campus .....	(918) 828-2091 .....	(918) 828-2000
Riverside Campus .....	(918) 828-4091 .....	(918) 828-4000
Sand Springs Campus .....	(918) 828-1307 .....	(918) 828-1300

## 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 campus bookstore. Please visit with your instructor about the location of the bookstore on your campus.

## 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)

**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. Most of our programs require a student to be present at least 90% of the time, thus the maximum number of absences in any semester is 9. 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.

**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 CTSSO 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 experiences (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).