



# Student Orientation | 2015-2016

## **onevision** |

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.

## **onemission** |

Educating people for success in the workplace.

## **onedistrict** |

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 <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.

### **Student Administrative Policies**

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu)  
(under the tab "About" - Policies & Guidelines)

**STU-01** Student Admission Policy for Full-Time Programs

**STU-02** District Provided Student Transportation

**STU-07** Internet-Based Instruction

**STU-12** Closing of School

**STU-14** Tuition Refund

**STU-19** International Student Tuition and Refunds

**STU-22** Observation of Moment of Silence

**STU-29** Compliance with Screening Criteria for Students Enrolled in Programs Requiring Sponsored Work Based Experience

**STU-30** Volunteer Services Program

### **Attendance/Grades Policies**

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu)  
(under the tab "About" - Policies & Guidelines)

**STU-03** Student Attendance

**STU-15** Student Grades

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu)  
(under the tab "Student Resources")

### **School Calendar 2015-2016**

### **Behavior and Discipline**

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu)  
(under the tab "About" - Policies & Guidelines)

**STU-18** Student Behavior and Discipline

**STU-04** Report Students Under the Influence

**STU-13** Tobacco

**STU-20** Acceptable Use of Information Systems and Educational Technology Resources

**STU-21** Wireless Communication Devices

**STU-23** Student Search and Seizure

**STU-24** Use of Dogs Trained to Detect Illegal and Dangerous Substances

**STU-25** Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances

## **Behavior and Discipline** continued

**STU-28** Sexual Harassment

**STU-27** Student Dress Code

**STU-31** Threatening Behavior, Harrassment, Intimidation and Bullying

## **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 Career Major.

- Business Professionals of America (BPA)
- 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)

### **Career Major 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** (under the tab "About" - Policies & Guidelines)

**STU-11** Health and Safety

**STU-06** Eye Protection Devices

**GEN-08** Visitors to District Facilities

**STU-10** Crisis Response Policy

### **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.

### **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 receive disciplinary action.

## **Health and Safety** continued

### **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 any additional requirement, if any.**

### **Diabetes Medical Management Plan**

#### **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.

#### **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 using any machine or equipment.
- 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.

#### **Fire/Disaster/IOC Drills**

Each campus has an alert system to warn students of a fire, tornado or IOC. Fire, tornado drill and IOC 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 a fire, tornado or IOC 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.

## Health and Safety continued

### 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, Intruder on Campus (IOC) 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

Campus Location	Security Number	Campus Number
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
STEM Academy	918.828.1091	918.828.1364

### 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**

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu) (under the tab "About" - Policies & Guidelines)

### **GEN-01** Nondiscrimination

#### **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 located on each campus.

#### **Placement Services**

Career Placement Services orchestrates the process of securing student and graduate 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.

#### **Services to Persons with Disabilities**

Any person with a disability who requires specific information regarding services should contact Dr. Vickie Foster, Coordinator of Disabilities Services **918.828.5297**.

## **Financial Assistance**

The following policies may be referenced at [tulsatech.edu](http://tulsatech.edu) (under the tab "About" - Policies & Guidelines)

### **STU-08** Tuition Scholarships

#### **Financial Assistance Resources**

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.

## **Campus General Information** continued

### **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 "Search/Seizure."
- Do not share lockers or lock combinations.

### **Telephones**

Emergency telephone calls for students will be accepted in the Campus Administrative Office. Refer to STU-21 Wireless Communication Devices Policy for information on cell phone use. 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 before and after class as well as during break times.

### **Forms**

The following forms may be referenced at [tulsatech.edu](http://tulsatech.edu) (under the tab "About" - Policies & Guidelines)

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### **Family Educational Rights and Privacy Act (FERPA) Student Release Form**

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

**A** August 17, 2015. AM classes meet from 8:00 AM -10:50 AM and PM classes meet from 12:00 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 [tulsatech.edu](http://tulsatech.edu) for more information.

## **Q Where do I park?**

**A** Students may park in designated parking areas on campus. Avoid parking in visitor 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 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 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 including joining Career and Technology Student Organizations (CTSO).

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

**A** Earn semester grade of A; have no more than 12 hours absence, absences and tardies combined during 1st semester; be an active member of a career and technical student organization during first semester; earn teacher's recommendation.

## **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 Placement 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.