



2017-2018

FULL TIME CATALOG

2017-2018
Full Time Catalog

www.icttech.com

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VISION

Indian Capital Technology Center develops world-class leaders for the workplace.

MISSION

Indian Capital Technology Center develops individuals for success in the workplace by providing world-class training.

CORE VALUES

We believe that:

- Every individual deserves to be served with integrity, honesty, and ethical standards.
- We are comprised of highly trained professionals operating as a unified system to serve our customers and provide a strong return on investment (ROI).
- We commit to student/client success by providing quality training opportunities that meet the schedules, delivery methods and skill development needs of our customers.
- We collaborate with secondary education, higher education, industry and the business sector for value added training and services through collaboration that leads to economic and personal growth.
- A continuous School Improvement Plan is in place and serves as a guide for decision making.
- We market to our service area to assure an awareness of access and opportunity for all citizens.
- We strive to meet the needs of our communities.

GOALS

- To provide training and services that are career focused and industry driven to effectively meet customer demand and expectations.
- To utilize Professional Learning Communities in a collaborative manner for continued school improvement.
- To successfully create a system-wide culture that reflects an environment of collaboration, best practices, and professional development.
- To effectively execute ICTC's School Improvement model to enhance technical skills training, student academic achievement, and work readiness skills that are embedded with high expectations for student learning.
- To actively foster partnerships that promote economic development.
- To be effective and diligent in assisting students to secure potential employment in their chosen career path.
- To continuously upgrade and enhance our facilities and equipment to meet industry standards, environmental concerns, and future technical needs.
- To fully invest in human resource development through mission driven employment practices and professional development opportunities for all employees.

COMPONENTS OF SCHOOL EXCELLENCE

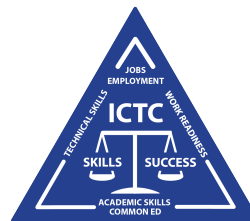
Key Improvement Strategies

The following Eight Components of School Excellence have been identified by Indian Capital Technology Center as essential to implementing and sustaining the district "Continuous School Improvement Model". For the plan to be continuous, it must remain flexible and fluid in application and relevance. The Components are identified and supported by strategies for each area. It is the intent that by implementing each strategy, ICTC will increase the level of performance and outcomes for both students and staff.

At ICTC the following Components, Strategies, and Actions have been identified:

- Embrace Vision — Embrace a common vision and goals - Rigor, Relevance, & Relationships
- Analyze Data — Inform decisions through data systems
- Empower Leaders — Empower leadership teams to take actions & innovate
- Define Learning — Clarify student learning expectations
- Adopt Practices — Adopt effective instructional practices
- Organizational Structure — Address Organizational Structures
- Monitor & Improve — Monitor progress/improve support systems
- Refine Process — Refine process on an ongoing basis

ICTC School Improvement Model



"Student Success Is Hanging in the Balance"

THE TRIANGLE

This structure signifies strength and endurance. ICTC's common educational partners provide students with the base, Academic Skills. This base is supported by two integral sides - Technical Skills and Work Readiness, which are the foundation of Career and Technical education. All three sides are necessary for the development of a well-prepared individual who is College & Career Ready. Their educational experience is reinforced through rigorous and relevant instruction grounded in a relationship of mutual respect, trust, and care. Together the three sides form a triangle, one of the strongest of all geometrical designs known.

THE SCALES

Scales are the symbol associated with fairness, justice, and balance. By providing a true balance of the three identified skill areas student success will become more achievable. ICTC will be just and fair by providing the most current training for all students.

IN SUMMARY

In order for continuous school improvement to take place and maximize return on investment, ICTC educators must have:

The will to act, the courage to act, the persistence to keep acting because "Student Success" is hanging in the balance.

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Daily Schedule

Campus	AM Session	PM Session
Muskogee	8:05-11:05	11:55-2:55
Sallisaw	8:00-11:00	12:00-3:00
Stilwell	8:00-11:00	11:55-2:55
Tahlequah	8:00-11:00	12:00-3:00

GENERAL INFORMATION

Non-Discrimination Statement

ICTC is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment, and admission practices. Concerns regarding this policy should be addressed to Sharon Billings, District Compliance Officer at 918-687-6383 or 1-800-375-8324, 2403 N. 41st. Street East, Muskogee, OK 74403. Additionally each campus has a contact where complaints can be reported. Refer to page 41 for additional campus contacts.

ICTC, District No. 4

Individuals who reside within the boundaries of the following school districts are considered to be In-District patrons and will be subject to In-District Tuition. Those residing outside the boundaries of the following school districts will be considered Out-of-District patrons and will be subject to Out-of-District tuition.

Braggs, Cave Springs, Central, Checotah, Coweta, Fort Gibson, Gans, Gore, Haskell, Hilldale, Hulbert, Keys, Midway, Muldrow, Muskogee, Okay, Oktaha, Parkview, Porter, Porum, Roland, Sallisaw, Sequoyah, Stilwell, Tahlequah, Vian, Wagoner, Warner, Webbers Falls, Watts, and Westville.

Accreditation

Special accreditation has been earned through the following:

Associated General Contractors (AGC)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Joint Review Committee on Education in Radiology Technology (JCERT)
National Automotive Technician Education Foundation (NATEF)
National Center for Construction Education and Research (NCCER)
National Institute for Automotive Service Excellence (ASE)
Accreditation Commission for Education in Nursing (ACEN)
National Restaurant Association (NRA)
Oklahoma Board of Nursing
Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA)
State Board of Cosmetology
Oklahoma State Accrediting Agency
Accreditation Review Council on Education is Surgical Technology and Surgical Assisting (ARC/STSA)
Academy of Professional Coders (APC)
Accreditation Council for Occupational Therapy Education (ACOTE)
American Health Information Management Association (AHIMA)
American Welding Society (AWS)
C++ Institute
Cisco Networking Academy – Cisco Systems, Inc.
Commission on Accreditation in Physical Therapy Education (CAPTE)
Council on Law Enforcement Education & Training (CLEET)
Department of Labor (Occupational Safety and Health Administration)

Environmental Protection Agency (EPA)
Linux Professional Institute
Oklahoma Construction Industries Board
Oklahoma State Department of Health
Project Lead the Way
Connors State College

At the state level, ICTC is accredited by both the Oklahoma State Board of Career and Technology Education. The career majors and the qualifications of faculty are examined annually by representatives from the ODCTE. ICTC cannot offer credit in any career major which does not meet the standards established by the ODCTE. Additionally, ICTC District No. 4 is under the administration and supervision of the ICTC Board of Education.

Policy and Procedures

The student handbook is made available online at www.ictctech.com and contains all school policies and procedures affecting the student body. Printed copies of the handbook are available upon request in the Student Services Center.

Please note that student handbook policies are subject to review and change by the ICTC Board of Education at any time. Therefore, ICTC Board of Education policy supersedes student handbook policy.

High School Student Information

Students attending ICTC can earn up to four credits per school year from their high school as determined by their high school if career major requirements are met. The credits earned at the technology center are issued by the partner school on the high school transcript. Students may attend ICTC in either the morning session or the afternoon session. The remainder of the day is spent at the high school. For enrollment information, contact the high school counselor and/or Counselors at ICTC.

Adult Student Information

Post-secondary adult students must complete an application to be considered for admission. Adults living within the technology center district pay a tuition fee; adults living outside the district may pay double the fee. Adult students may attend either three hours per day (a.m. session or p.m. session) to be considered part time or six hours per day (both sessions) to be considered full time. For enrollment information, contact the Counselors at ICTC.

NOTE: Enrollment for the full-time Adult Health Career majors is limited.-There are defined enrollment procedures for each career major. Student selection is made on the basis of a point system. There are application deadlines for these career majors. Specific admission and career major information is available online at www.ictctech.com.

Tuition and Fees

Secondary School Credit Career Majors (3 hours per day):

1. In-district students under 21 years of age enrolled in secondary education full time: No tuition
2. Out-of-district secondary students under 21 years of age enrolled in high school full time: Secondary students who

live outside the ICTC district and who are not covered by a reciprocity agreement will be subject to out of district tuition

Post-Secondary Adult School Career Majors:

1. In-District Student:

- Per hour rate of \$2.00 for each Career Major hour
- Per hour rate of \$2.25 for Full-Time Adult Health Career Majors hour (Books & Fees NOT Included)
- Per hour rate of \$3.50 for Heavy Equipment (Books Provided)

2. Out-of-district student:

- The per hour tuition rate will be doubled unless the student is from another Tech Center District that has a reciprocal agreement with ICTC.

Full-time tuition for the semester must be paid by the end of the second week unless prior arrangements have been made. If a career major extends into part of a semester then the tuition due for that partial semester will be prorated to equal the balance of total tuition due for that career major. ICTC reserves the right to deny continued /re-enrollment if the tuition and/or related fees/expenses are not paid by the beginning of subsequent semester(s). **Balances past due may be turned over to collection agencies and reported to credit bureaus.**

NOTE: All books and safety costs are subject to change to facilitate the instructional process.

Books & Fees

There will be no additional cost for books, except for those listed as consumables and/or optional to purchase. Some specific expenses are listed in Appendix A. Others will have to be obtained directly from the instructor.

NOTE: All books and safety costs are subject to change to facilitate the instructional process.

Some career majors have specific expenses that are identified with each career major, such as Radiologic Tech, Surg Tech, LPN, OTA, and PTA.

Refund Policy

The refund for the Indian Capital Technology Center is as follows: After three (3) weeks attendance in a semester there will be NO REFUND for that semester. An emergency clause enables a person to make a request based on the condition of a serious illness or unforeseen circumstance of the student. This must be documented with a doctor's statement or any other documentation requested by the school and must be approved by the campus director and superintendent. Tuition deposits are non-refundable.

Refunds are made only by nine-week intervals. For example: If you enroll in 1st semester class, withdraw after three weeks, and qualify for the emergency clause, you will get the 2nd nine-week tuition payment refunded. (Example: If full-time tuition is \$1,050.00, you will get a \$525.00 refund. If part-time tuition is \$525.00, you will get a \$262.50 refund).

If a career major extends into part of a semester then any refund for the partial semester would be based on the portion

of the tuition that extends into that partial semester. All other rules would then apply for the refund.

Fees, Fines, and Charges

In accordance with the policy of the Board of Education, the following areas may require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student uniforms, career related equipment and supplies, publications, class rings, yearbooks and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of uniforms and equipment owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost books or equipment.
9. Other fees, fines, or charges specifically permitted or required by law to include but not limited to background checks and drug screens as required by ICTC Policy.

Payments to schools for lost or damaged district property will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials or district property will be allowed to arrange to work off their debts in a program approved by the superintendent or his designee. All lost or damaged materials, district property, or charges must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Field Trips and Excursions

Field trips, both in and out of the ICTC district, are an integral part of the learning process in all areas of career education. The Director must approve all trips. ICTC Board approval is required for all out-of-state travel. Students are required to have the appropriate forms filled out prior to taking trips. Students involved in competition must have eligibility checked at the partner school.

Breaks

Students are granted a fifteen-minute break, which is considered a privilege. A snack bar area is provided for the breaks. Food and drinks are not to be taken to classroom or shop area without instructor permission. Each student is expected to place his/her trash, cups, candy wrappers, etc., in the trash receptacles. Please help us keep our school clean.

Changing Career Majors

A student enrolled in one career major and wanting to change to another, can only be considered within the first two weeks of the semester. Changing career majors is based on the

availability of space in another career major and/or other factors as approved by the Student Services Counselor. Interested students should discuss options with an ICTC Counselor.

Certificates

A certificate of completion is available to any student who is in good standing and successfully completes their educational career plan. Additional certificates may also be earned.

STUDENTS WITH AN UNPAID BALANCE SHALL NOT RECEIVE A CERTIFICATE OF COMPLETION UNTIL BALANCE IS PAID IN FULL.

Campus Security Policies/ Procedures and Student Right-to-Know

It is the intention of ICTC to provide a safe and secure facility dedicated to the promotion of a learning atmosphere for all students attending classes in their chosen career major.

The procedure for reporting any crime taking place or that has taken place on the ICTC property is as follows:

1. Report the incident to the Director or Assistant Director and include as many details about the crime as you have knowledge of (should not be hear-say information). If neither the Director nor the Assistant Director is available and the crime is not an emergency, please fill out the crime report and leave with the receptionist.
2. The Director or Assistant Director will determine what action needs to be taken, given the severity of the crime.

The CAMPUS CRIME REPORT is available for review in the Financial Aid Office of each campus and on the school web site at www.ictctech.com. An annual security report/statistic report is updated every year by October 1st.

FACILITIES/ SERVICES AVAILABLE TO STUDENTS

Academic Center

The Academic Center provides instruction for secondary and adult students in upgrading their skills. Upon entering a career major, students are tested by the Academic Center instructor to determine their skill levels. The Academic Center instructor will provide computer-assisted and/or individualized instruction to meet the needs of the student. A student should attend the Academic Center until his/her skills are appropriate to meet the educational plan of the student.

Instruction in the Academic Center is directly related to the career tech major in which the student is enrolled. The Academic Center services are available on each campus.

Guidance and 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 and to assist students in choosing career goals. Guidance and counseling assistance is

available to all students whether their concerns are educational, career, or personal in nature.

Career Placement Services

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

The Career Center coordinates and maintains regular contact with students, instructors, Workforce Oklahoma, colleges and universities, military and local businesses to assist in the career advisement of students. The Career Placement Specialist on each campus maintains a referral listing of organizations, local companies, colleges and universities, and military. All students and alumni may visit the Career Center for assistance in searching for employment and to obtain available referrals to all organizations.

Career development activities such as interest, aptitude, and worker trait assessment, resume writing, interviewing skills, dressing for success, portfolio development, job shadowing, on-the-job training, leadership training, and career development seminars may be scheduled throughout the year.

Services to Students with Disabilities

Any student with a disability requiring specific information regarding services should call Student Services. Facilities on all ICTC campuses continue to pursue A.D.A. compliance.

Students with disabilities, who are enrolling in a full-time or part-time class at ICTC and wish to request accommodations for their disabilities, must obtain a Request for Accommodation Form from their instructor or Student Services. The written request for accommodations must be made two weeks prior to the assessment in order for reasonable accommodations to be made. Other accommodations requested will be reviewed and a decision will be made as soon as possible. Completion of the necessary documentation is the responsibility of the student making the request and for notifying the Student Services District Administrator at the time of assessment scheduling.

The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e., a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness). Prior to delivery of service, ICTC staff must approve the request. Action on accommodations will be provided in a timely manner with regard to obtaining assistive technology, additional personnel, supplementary services, etc. Accommodations must be related to the documented disability.

Financial Aid

The primary purpose of financial aid programs at ICTC is to provide assistance to students who without such assistance would be unable to pursue their education. ICTC believes the primary responsibility for financing education lies first with the student and his/her family (parents or spouse). When the total resources they can provide do not meet expenses, ICTC, as a third partner, will provide all assistance possible so the student will not be denied an education. A needs analysis system must

evaluate families in a consistent and equitable manner while recognizing that special circumstances can and do alter a family's ability to contribute.

All information (whether written or oral) that an applicant and/or applicant's family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the Financial Aid Officer.

Student Eligibility

To receive federal student financial aid a student must:

- Have a valid (ISIR) Institutional Student Information Record (a.k.a. FAFSA)
- Be a regular student enrolled in an eligible career major of at least 600 clock hours.
- Be a U.S. Citizen or eligible non-citizen. Eligible non-citizens may be required to furnish proof of their immigration status.
- Maintain Satisfactory Academic Progress (SAP) in the course of study he/she is pursuing
- Not owe a refund on any grant, is not in default on any student loan, and has not borrowed in excess of loan limits under Title IV programs at any institution.
- Agree to use all Title IV money received only for expenses related to study at ICTC.
- Have a valid social security number
- Have an official high school transcript, GED, or have passed the Ability to Benefit Test prior to July 1, 2012 or a notarized home school affidavit.
- If you are applying under Ability to Benefit please speak with the financial aid office.

These are general eligibility requirements. Eligibility requirement specific to programs are discussed in program sections.

Satisfactory Academic Progress (SAP) Policy

Students are considered to be making satisfactory academic progress at the time of enrollment. Satisfactory academic progress will be checked for each student receiving financial aid at the end of each payment period (typically 450 hours). Unsatisfactory academic progress will result in the student losing eligibility to receive student financial aid. The student would be notified of this in writing should this occur.

Qualitative Standards

Students must maintain a cumulative grade of "C-" or better. All students should refer to their student handbook for the ICTC academic grading policy.

Quantitative Standards

Students must show adequate pace of progression toward graduation from their career major. Pace of progression is cumulative, and is calculated by the number of clock hours attended divided by the number of clock hours scheduled to attend. A student's pace of progression should not be less than 88.5%, hours attended, each payment period in order to finish their course within the maximum time frame. The maximum timeframe that a student should not exceed is 113% of the

published length of the career major in which the student is enrolled. [For example, a student enrolled in a 900 clock hour career major that is scheduled to last 10 months will not be allowed longer than 11.3 months to complete the career major. This 11.3-month time frame would not include the summer months when class is not in session. Pace of progression should not be less than 88.5%, or 398 hours attended for the 450 hour payment period.]

All coursework will be counted toward the completion of the program of enrollment regardless of receiving funding from financial aid.

Students must also complete all the hours in a payment period before the next payment period's Pell Disbursement can be made.

ICTC Veterans Addendum

Below you will find additional requirements and information for those students receiving VA Education Benefits.

Financial Aid requirements to keep VA Education Benefits

- Students receiving Veterans' Education Benefits must meet all applicable academic progress standards as defined for Title IV aid to continue to receive their benefits.

Attendance policy, Transfer Credit, and Requirements for Reinstatement of Financial Aid

- Students utilizing VA benefits must maintain an 85% attendance rate, or will become ineligible for those benefits
- Per federal law all prior transcripts and training records must be turned in to be evaluated, whether or not prior credit is granted, to be eligible for VA benefits
- A student who has had Veterans Education Benefits terminated due to falling below Satisfactory Academic Progress may apply to be reinstated once the student has completed one semester of training in an approved program with a grade of C- or better. Any student receiving Veterans Education Benefits that becomes suspended from school will have their benefits terminated for at least one semester. Any Students who have 10 or more consecutive days of non-attendance will be automatically dropped and their benefits terminated. If a student must withdraw from ICTC for personal reasons, the student may return and may receive Veterans Education Benefits they are entitled to as long as they are meeting all SAP eligibility requirements. If a student drops or withdraws before Veterans Education Benefits are certified they will not be entitled to a post-withdraw disbursement of those funds.

- A student who's Veteran Education Benefits have been terminated at any time during the semester may owe a debt to the VA and/or the institution
- Students utilizing VA benefits may be in debt to the VA if they withdraw or are terminated early

Attendance Policy: Absences related to active military service

Indian Capital Technology Center has a policy in place to aid you in the event you are called to active military service. It is not applicable to annual training for reservists or National Guard personnel, which falls under our regular absence policies. You **must provide a copy of your military orders**. A student called to active duty who is otherwise passing their career major may be "withdrawn passing" by their campus counselor, this would allow the student to return to their career major and/or receive prior credit once their term of service is up, if the student chooses to return.

If you are called to active duty and stop attending classes without notifying your instructor or the Institution, you will be withdrawn from your career major as part of our regular attendance policy. Upon receipt of appropriate documentation, a change of grade may be processed with the campus Director's permission.

Refund Policy, Emergency Clause

For VA students Unforeseen Circumstances may include an emergency call to active duty. You must provide a copy of your military orders. Refunds of VA Educational Benefits will be made to the VA were applicable within 30 days.

Bursar/Registrar

Students may contact this office to make payments on tuition and fees related to career major expenses. Financial aid payments will also be disbursed through this office.

Financial Aid Staff

Sarah Oglesby and Beth Fritts are designated as the employees responsible for disbursing financial aid information to current and prospective students. The office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday. For Financial Aid assistance call (918) 687-6383 or 1-800-375-8324. Both use a rotation schedule among the four campuses.

Confidentiality

All information (whether written or oral) that a financial aid applicant and/or applicant's family reveals in the process of seeking assistance is confidential. Access is restricted to financial aid personnel. Application materials become the property of the institution upon submission and are maintained in student files. A student is entitled to examine his/her file within 10 working days after a written request to do so is filed with the Financial Aid Officer.

Motor Voter Act

Voter registration forms will be available in lobby of all ICTC campuses.

NOTE: Consumer and gainful employment information is available at www.ictctech.com.

ADMISSIONS

It is the policy of the Board of Education of ICTC School District No. 4 that we do not discriminate on the basis of race, color, religion, national origin, sex/gender, age, disability, marital or veteran status in its programs and activities.

Secondary Students

Secondary students residing within the ICTC District must be regularly enrolled in a high school within the district to attend tuition-free. Secondary students residing out of the District may be charged double tuition, unless a reciprocal agreement is in place with the Technology Center District in which they reside.

- Applicants must complete an ICTC Application for Admission
- High School Applicants must be making satisfactory progress toward graduation in a local participating high school when making application
- High School Applicants must have the written consent of his/her local high school principal and/or counselor
- Applicants will be interviewed by ICTC Student Services Personnel prior to admission
- Applicants will be enrolled in a career major in which they show a reasonable opportunity to achieve success

Home-Schooled Students

- (in addition to above requirements)
- Student must be 16 years of age
- Parent/Guardian must submit a notarized copy of a Home School Affidavit
- Student must have current shot record
- Student must reside in the Indian Capital Technology Center district
- Student must take the Keytrain entrance exam

Enrollment Procedure:

1. Each student should make a formal application to attend ICTC.
2. Application should be completed at the earliest possible date and returned to the home high school principal or counselor.
3. All applications should be checked by the home school principal or counselor to insure the application has been completed.
4. Each student should select two program choices.
5. ICTC personnel will be available for final processing, interviewing and enrolling of students.
6. The home school principal or counselor will receive a list of the approved applicants, with the subject areas and sections in which their students have been enrolled. This list will be provided by ICTC.
7. Additional information may be obtained by calling the respective campuses.

Adult Students

In order to best serve the post-secondary student population of the district, the following information has been compiled for use by ICTC and cooperating agencies. Adult students must complete an application to be considered for admission. Adults living within the Technology Center District pay a tuition fee; adults living outside the district pay double the fee. Students' accounts must be paid in full prior to enrollment in subsequent career majors.

- Adult applicants must complete an ICTC Application for Admission
- Applicants will be interviewed by an ICTC Counselor prior to admission
- Applicants will be enrolled in a career major in which they show a reasonable opportunity to achieve success
- Post-secondary students must have:
A high school diploma, OR
The recognized equivalent of a high school diploma; OR
Are beyond the age of compulsory attendance in Oklahoma, OR
Meet the requirements to show an Ability to Benefit
- If sponsored by an agency, applicant must have a completed authorization form from the sponsoring agency
- Enrollment will not be finalized until a tuition deposit of \$20.00 has been paid. The deposit may be waived with an approved financial aid award. The deposit is non-refundable after beginning class.
- Applicant must be a U.S. Citizen or an eligible non-citizen. If eligible non-citizen, documentation will be required (i.e. alien registration number).
- Enrollment may be contingent upon a student providing a current acceptable criminal background check and sex offender registry.

Enrollment Procedure:

1. Any interested person must complete the proper enrollment application.
2. Applicants must be scheduled for assessment. Various courses require different batteries of achievement and aptitude.
3. Applicants seeking financial assistance should complete the Free Application for Federal Student Aid (FAFSA) by filing on-line at www.fafsa.ed.gov. For help with this process, the applicant can schedule an appointment with the financial aid staff.
4. Assessment interpretations will be scheduled with all applicants.
5. All applicants will be interviewed prior to being accepted for training. Previous educational records, the application, and evaluation test results will be reviewed during the interview.
6. If sponsored by an agency, applicant must have a completed authorization form from the sponsoring agency.
7. Individuals will be enrolled in programs in which they show a reasonable opportunity to achieve success.
8. After completing the enrollment process, applicants will

be given a starting date to enter the program and will be advised about the support services available and attendance requirements for attaining maximum standards of achievement.

9. Enrollment will not be finalized until a tuition deposit of \$20.00 has been paid. The deposit may be waived with an approved financial aid award. The deposit is non-refundable after beginning class.
10. Applicant must be a U.S. Citizen or an eligible non-citizen. If eligible non-citizen, documentation will be required (i.e. alien registration number).
11. Enrollment may be contingent upon a student providing a current acceptable criminal background check and sex offender registry.

Provisional Admission

Post-secondary students who do not possess a high school diploma, GED, or homeschool diploma may be granted Provisional Admission based on an entrance inventory and completion of the CR101 skills exam. Students under the provisional admission will not qualify for Title IV Federal Student Aid. If you are trying to qualify under the Ability to Benefit please contact Financial Aid. Individual circumstances for financial aid eligibility are reviewed on a case-by-case basis.

NOTE: Enrollment for the Practical Nursing, Radiologic Technology, and Surgical Technology Programs are limited and there are defined procedures for each program. Student selection is made on the basis of a point system. There are application deadlines for these programs. Specific admissions and program information is available online. Practical Nursing students will pay a \$100 deposit before starting class, and a \$1,500 down payment by the first day of class.

Enrollment Schedule

October – November – December
Tours and Orientation

January
Pre-Enrollment Begins

February – March – April
Secondary Applicant Interviews **FTC P6**

Requirements for Continuing Enrollment

Students are expected to make progress toward satisfying completion of their course of study in order to be eligible to continue enrollment. Satisfactory progress will be determined as a grade point average of 2.0 or better in all hours enrolled. A student who fails to make satisfactory progress will be placed on scholastic probation for one semester. A student not achieving a 2.0 average at the end of one semester's probation will not be permitted to continue enrollment in the same course of study. Students may change to another course of study with the permission of the Student Services Counselor and the Instructor of the course desired. A student may take up to one and one-half the required hours to complete a program and still be regarded as being in good standing as long as a minimum grade of 70% is maintained.

STUDENT EXPECTATIONS

Student Attendance

The ICTC Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum amount of time in order to receive credit for any course and/or career major in which the student is enrolled. Exceptions to this requirement will be considered by the campus director for secondary students and a committee for adult students on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, which supports this policy. (Policy FDC-R1)

Attendance Policy

Regular Full-Time Program Students (Regulation)

Attendance is especially important in career tech programs. Prospective employers are always interested in the attendance practices of Indian Capital Technology Center (ICTC) graduates. ICTC works closely with business and industry to establish attendance standards that will help our students become employable. Therefore, ICTC encourages excellent attendance of students. Excellent attendance is defined as one (1) or fewer absences per semester. Perfect attendance 0 absences and no more than 2 tardies.

A student of Indian Capital Technology Center should have good attendance during any grading period in order to receive a grade/credit for a course. Daily attendance records are maintained and attendance may be tied to grades earned in the training program.

Student must not accumulate 10 or more absences for part-time students or 20 or more absences for full-time, all-day students during a semester. An accumulation of 10 or more absences by part-time students or 20 or more absences by full-time students will result in the student not receiving credit for the semester. Any part-time student who has 10 or more absences or full-time student who has 20 or more absences may appeal thru the proper channels (see policy FDC). Each student in a full-time career major who exceeds the attendance limit will be allowed one (1) appeal per semester by an ICTC Appeals Committee to be done within ten (10) days of reaching ten (10) absences for part-time students or twenty (20) absences for full-time students. Areas of appeal may include but are not limited to: major medical condition/procedure of student or immediate family member, death in immediate family, and subpoena for court appearance as a witness and/or jury duty. Note: ICTC events (i.e. CTSO Leadership Conferences, CTSO Competitions, School-Related absence, and Suspensions) are not considered an absence.

The grades and attendance for students attending all-day (excluding full-time adult health career majors, see policy FDC-R2) will be averaged for the a.m. and p.m. sessions for compliance with the above described policy.

It is each student's responsibility to be aware of the number of absences they have accumulated to avoid exceeding the maximum number allowed. It is also the student's responsibility

to check with instructors concerning make-up work and/or make-up time as applicable. Students are expected to be in class every day of school and take care of personal business on their own time. A school calendar can be obtained from the counselor for your convenience.

Please take note of the dates school is not in session and schedule doctor appointments and personal business during these times. Doctor appointments and other types of appointments are not excused.

Tardies:

When tardy, students should report to the attendance clerk or designee. Students returning to class late from break will be counted tardy. If a student arrives more than one (1) hour after class begins, this will be considered an absence. Three (3) tardies will accrue to equal one (1) absence.

Leave Early:

Students leaving class early (less than one hour) will be recorded as (LE) leave early. If a student leaves early and misses over one (1) hour, an absence will be recorded. Three (3) leave earlies or any combination of leave earlies or tardies that equals three (3) will accrue to equal one (1) absence.

Inclement Weather:

When the student's assigned ICTC campus is closed, students are not expected to attend class.

Transportation:

ICTC provided transportation shall follow the ICTC school calendar. Additionally, during inclement weather, if ICTC is in session and a home school is not, normal transportation times and pick-up locations will still be provided. If ICTC bus routes do not run, then a student will not be counted absent.

Perfect Attendance:

Indian Capital has established a reward system for attendance in order to recognize students who maintain attendance standards expected by employers. A student who has perfect attendance will have no (0) absences and no more than two (2) tardies or leave earlies or a combination of both, not to exceed a total of two (2).

Make-up Work:

It is the student's responsibility to request make-up work from the instructor. Some work including shop/clinical work is difficult to make-up, so the instructor may choose to assign written lessons, at their discretion. Make-up work should be completed with-in two (2) weeks of absences unless otherwise directed by the instructor.

* REFERENCE: 38 O.S. §37

Attendance Policy

Adult Health Career Students (Regulation)

A student of Indian Capital Technology Center should have good attendance during any grading period. Any full-time adult health career student enrolled in a career major that exceeds 1,050 hours must not accumulate more than four (4) absences in a calendar quarter. Absences will be counted in one half (1/2) day increments.

Accumulation of more than four (4) absences in a calendar quarter may result in the student being dismissed from that career major. Calendar quarters are defined as follows:

- July – September
- October – December
- January – March
- April – June

It is each student's responsibility to be aware of the number of absences they have accumulated to avoid exceeding the maximum number allowed. It is also the student's responsibility to check with instructors concerning make-up work as applicable. Students are expected to be in class every day of school and take care of personal business on their own time. A school calendar is available for your convenience.

Students should take note of the dates school is not in session and schedule doctor appointments and personal business during these times. There are no excused absences.

Each student in a full-time career major who exceeds the attendance limit will be allowed one (1) appeal per semester by an ICTC Appeals Committee. Areas of appeal may include but are not limited to: medical condition/procedure of student or immediate family member, death in immediate family, and subpoena for court appearance as a witness and/or jury duty.

Tardies:

Students arriving late to class will be counted tardy. Students returning to class late from break will be counted tardy. Three (3) tardies will accrue to equal one half (1/2) day absence. If a student arrives more than one (1) hour late to class, this will be considered a one half (1/2) day absence.

Leave Early:

Students leaving class early (less than one hour) will be recorded as (LE) leave early. If a student leaves early and misses over one (1) hour, one half (1/2) or one (1) absence (as applicable to the class day) will be recorded. Three (3) leave earlys will accrue to equal one half (1/2) absence. Any combination of leave earlys or tardies that equals three (3) will accrue to equal one half (1/2) absence.

Inclement Weather:

When the student's assigned ICTC campus is closed, students are not expected to attend class/clinical.

Perfect Attendance:

Indian Capital has established a reward system for attendance in order to recognize students who maintain attendance standards expected by employers. A student who has perfect attendance will have no (0) absences and no more than two (2) tardies or leave earlys or a combination of both, not to exceed a total of two (2).

Make-up Work:

It is the student's responsibility to request make-up work from the instructor. Some work including class and clinical work is difficult to make-up, so the instructor may choose to assign

written lessons at their discretion. Make-up work should be completed as directed by the instructor.

Withdrawal From School

The counselor on each campus is the designated person responsible for receiving and approving an official withdrawal. High school students must have prior approval from partner school administration.

For all students the day following the last date attended will be considered the withdrawal date. If the student has been disbursed financial aid and withdraws or drops from class, the student could be responsible for repayment to the school (as stated by ICTC's refund policy) and to the Title IV (PELL) program. This could jeopardize future financial aid at ICTC and at other institutions if repayment is not made. The return of Title IV fund process will not be calculated unless the student's financial aid file is complete. The student has 30 days to complete their file.

Holds will be placed on transcripts for any past due balances for tuition or school owned books, equipment, tools, or supplies not returned. (Policy FEXX)

Student Conduct Dress Code (FNCA)

The ICTC Board of Education believes that students recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

Instructors will determine if any article of clothing constitutes a safety hazard and will make recommendations accordingly. Students may be required to wear appropriate dress for safety reasons and to protect their clothes.

The wearing of hats, caps, or other "headgear" is discouraged inside the building or break area. The wearing of headgear inside shops is optional and is a class matter. It is expected that Technology Center students will be appropriately attired and groomed at all times, and the administration reserves the right to consider each case on its own merit, based on safety and program industry standards.

Student Automobile Use (Regulations)

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Secondary students driving personal cars must have permission from their home school.
2. All students must register their car at Indian Capital during the first week of school. Both adult and secondary students are required to have an Indian Capital parking permit on their car. The first permit is free of charge.

3. Students are not to be in the parking lot during breaks or during class hours. No private vehicles are to be moved from the parking lot during school hours without proper authority.
4. The driver of any vehicle brought on the campus of Indian Capital Technology Center shall be responsible for any and all items found in that vehicle.

Students may drive cars if permitted by the home school. Student vehicles must be parked in the student parking lot. Speeding and reckless driving to and from the Technology Center and on campus will not be tolerated. Students not riding the bus must be in the class on time just as students riding the bus.

In case of an emergency, and you drive an unregistered vehicle; please report the license number to the office to avoid any misunderstanding. Observe speed limits, and be a courteous driver at all times. All persons are advised to lock their vehicles while on campus.

STUDENTS ARE NOT TO LOITER IN PARKING AREAS AND ARE NOT TO SIT IN THEIR CARS WHILE PARKED ON CAMPUS (Policy FFFD-R)

Permission to Leave School

The school is responsible for all students during school hours. Any secondary or postsecondary student who leaves school during class must secure permission from the attendance office/clerk before leaving. For secondary students, permission is required from a parent, guardian, or home school authority. Failure to follow this procedure will be considered an unexcused absence. If the above procedure is not followed, disciplinary action may result.

Permission to go to Parking Lot

Students must obtain permission from proper authority before going to the parking lot.

Grading (EIA-R1)

The determination of the student's academic grade is the responsibility of the student's instructor. The Indian Capital Grading System is based on the semester plan. Grades are given out each semester.

A progress report will be distributed each quarter for all students. For high school students grades will be sent to home schools for recording each semester.

Regular attendance is an important part of a student's education. A student's grade should reflect not only test and/or hands-on-achievement, but also daily work habits, which include attendance and appropriate attire. The daily grade may be a percentage of the final grade.

Post-secondary students receiving financial aid must meet Financial Aid Guidelines as outlined in the Financial Aid Handbook. In the event standards are not met, financial aid will be withheld for the payment period. In order to be reinstated for financial aid, a student must pass the next grading period. If the accumulative standard is not met by the end of each semester, financial aid will be withdrawn.

Daily Grade

Daily points can be broken down into attendance, attire, and work completed, work readiness skills, etc., as the instructor so wishes. Instructors are encouraged to incorporate a daily grade into their grading matrix.

Transfer Credit

Transcripts from other accredited institutions, colleges or military service will be evaluated and credit will be given for the appropriate units of instruction and will be approved by the appropriate administrator for the program in question.

District Grading Policy

95-100 = A	80-83 = B-	67-69 = D+
90-94 = A-	77-79 = C+	64-66 = D
87-89 = B+	74-76 = C	60-63 = D-
84-86 = B	70-73 = C-	Below 60 = F

NG= No Grade Due to Attendance - 59%
or actual grade below 59%

I = Incomplete

W/P = withdraw passing

W/F = withdraw failing

Full-time Adult Health Careers Grading Scale

94 - 100 = A 4.0

87 - 93 = B 3.0

80 - 86 = C 2.0

W/P = withdraw passing

W/F = withdraw failing

Incomplete -- course requirements not complete/pending

Minimum passing score is 80%

Below 80% constitutes a failing grade for theory courses.

Clinical practice will be assigned a Grade of "pass" or "fail".

In order to be promoted to the next course of study, the student must have completed the previous course with an average score of 80% or higher in each theory course and have successfully completed any clinical course/component. In the event the student does not obtain an average of 80% in each course and/or does not satisfactorily complete the clinical course, he/she will not be admitted into the next course in the career major and be required to withdraw. The determination of the student's academic grade is the responsibility of the student's instructor. (Policy EIA-R1)

Family Educational Rights and Privacy Act (FERPA)

It is the policy of the ICTC Board of Education that the Director of each school will be the legal custodian of all student records for that school.

ICTC maintains an educational record for currently enrolled students and students previously enrolled. The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights in respect to the educational records of their minor children. The rights of parents transfer to the student at the age of 18.

- The right to inspect and review the student's educational records.
- The right to request an amendment to the student's educational records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

- The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to obtain a copy of the student records policy for ICTC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICTC to comply with the requirements of FERPA.

The following student information is designated as Directory Information and may be released by the school, unless a written request for a non-disclosure is on file: Name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred. The educational records or school records include all materials directly related to a student, which a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, of which are not available to others are exempted from this definition.

The school will require a prior written consent before information may be divulged to third parties. An exception to this rule exists for school district employees who have a legitimate interest in viewing the records, as well as officials in other schools in which the student seeks to enroll.

When schools transfer records to new educational institutions, the school must notify parents of the transfer and of their rights to review and contest the material. State and National educational organizations, which require student data for confidential research and statistical purposes, are exempted from the parental consent prerequisite. An exemption also exists for material under court order. Parent must be notified of such order.

Any questions concerning parental and/or student rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA) should be referred to the Director.

Student records are maintained by Indian Capital Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All students’ records are available for inspection by the student. Students wishing to review their records must submit a written request to the Campus Director or designee. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

Upon the student’s request, the school will send an official transcript to any college or agency provided that: (1) a release of information form has been signed by the student, and (2) financial obligations to the school have been met (Policy FL-R).

Transfer and Release of Confidential Information

It is the policy of the ICTC Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, “confidential information” means any information regarding a child receiving services

supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner. (Policy FLE)

Telephone Usage

Students receiving calls: Students will not be able to receive phone calls during class time unless it is an emergency. Important messages will be relayed from the office to the student.

Students making calls: Students will not be allowed to use the phone during class time. The phone in Student Services may be used before and after class and during break time.

NOTE: Under no circumstances will the students use the instructor’s phones.

Wireless Telecommunications

It is the policy of the ICTC Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Upon reasonable suspicion, the superintendent, campus director, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a conference with a parent/parents of HS students or with the individual adult student is held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take “photographs” of any kind be accessible to students during a testing session.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted. (Policy FNG)

Wireless Telecommunications Devices (Rules)

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student’s break or lunch period, and after the student’s last class. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the Campus Director, Director of Adult Health Careers, or instructor.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices may be confiscated for unauthorized use. These devices will be released only to an adult student or to a secondary student's parent or legal guardian. (Policy FNG-R)

Care of School Property

In order for ICTC to provide optimum career and educational training, it is essential that care and respect of school property and equipment be maintained at all times. Students who damage or destroy school property or personal property will be required to make complete restitution and disciplinary action may be taken. Failure to make such payment is cause for suspension and/or legal action to be brought against the student.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

ICTC is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that

is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

The purpose of the Internet is to support research and education in and among academic institutions in the United States (US) 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 US 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.

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** The Internet is a global network, and it is possible to access material that 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 and employees 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 and employees. The deliberate use of illegal, defamatory, pornographic, and/or other offensive material deemed inappropriate by a designated ICTC staff member is prohibited. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or

computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them. Students are prohibited from installing, copying, or downloading any copyrighted material or software on the district's computer hardware. Employees are prohibited from installing or copying any copyrighted material or software that is not property of the district on the district's hardware without the express written consent of the copyright holder and the approval of the superintendent.

- b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
- e. Students and employees 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 administration.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree

- to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **“Hacking” and Other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
 4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
 5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors, revealing prohibited information, or violating the district’s policy on Internet access and use.

ICTC is using LightSpeed for our technology protection measure (Internet filtering software). Open LightSpeed protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activity of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

1. access by minors to inappropriate matter on the Internet and World Wide Web;
2. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;

4. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. measures designed to restrict minors’ access to materials harmful to minors
6. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

Instructors may request access to sites being blocked or filtered by the internet filter by submitting the site for review from the blocked page. The site will be reviewed to ensure it does not contain harmful or pornographic material. Once the site has been deemed safe it will be made available to use for bona fide research or any other lawful purpose.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. Messages relating to or in support of illegal activities may be reported to appropriate government agencies.

Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his/ her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the

computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses (including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions), damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. Use of any information obtained via ICTC or its Internet service provider(s) is at the users own risk. The technology center is not responsible for the accuracy or quality of information obtained. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Security

Users of ICTC's Internet system agree to notify the service provider 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 to destroy hardware, data of another user, or any agency's or other networks. (Policy EFBCA)

STUDENT LIFE

Student Organizations

Student organizations are available to all ICTC students.

Those offered include:

- SkillsUSA
- HOSA - Health Occupations Students of America
- BPA - Business Professionals of America
- FCCLA - Family Career and Community Leaders of America

These organizations afford the student the opportunity to develop leadership abilities and enhance personal development.

1. NTHS (National Technical Honor Society)

Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship.

Membership qualifications: 1) nominated by instructor, 2) maintain an "A" average, 3) have no more than three attendance points for a part-time enrollment or no more than six attendance points for full-time enrollment, and 4) membership in the local student organization if available.

On-the-Job Training

Students are eligible to participate in on-job-training as follows:

1. Full time adult student-beginning of the fourth nine weeks
2. Part time adult student-beginning of the second semester of the second year
3. High school students-beginning of the second semester of the second year
4. Students enrolled in a one year program-beginning the fourth nine weeks

If a post-secondary student changes from part time to full time or vice versa, the eligibility period will be determined by the administration

The job must be related to the training received in the ICTC program. The instructor will work out a training program and an understanding with the student's employer as to what the student will be doing on the job. An on-the-job training agreement will be completed and signed by all parties prior to the student starting the training. The student will be receiving credit for the on-the job training and a reporting system will have to be maintained. Students will attend class at ICTC a minimum of one day per week while participating in the on-the job training program, or maintain weekly contact as required by the instructor. The day they are to be in class will be listed on the agreement.

Students who do not comply with the agreement will have their on-the-job training privileges withdrawn. If a student should be fired or quit, the employer will notify the instructor immediately.

In order to qualify for participation, a student must:

1. Attain a minimum standard of achievement of a "C" average or above
2. Have a good attendance record and be on time for class
3. Have their instructors recommendation
4. Fill out the appropriate form prior to going to on-the-job training

Clinical, job shadowing, mentoring, and related experiences are specific to the individual career major and subject to instructor, and administrative approval.

NOTE: ADULT STUDENTS RECEIVING VETERANS' BENEFITS MAY PARTICIPATE IN ON THE JOB COOPERATIVE TRAINING MODULES ONLY AS APPROVED BY THE STATE ACCREDITING AGENCY (SAA). STUDENT PARTICIPATION FOR ON THE JOB TRAINING OUTSIDE OF THESE APPROVED MODULES MAY RESULT IN TERMINATION OF BENEFITS OR STUDENT DEBT(S) TO THE VETERANS' ADMINISTRATION. SEE FINANCIAL AID FOR MORE INFORMATION ON CAREER MAJORS WITH SAA APPROVED COOPERATIVE TRAINING MODULES. (Policy FIA)

STUDENT BEHAVIOR

Control and Discipline

The Board of Education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid in exercising control and discipline of students. The schedule is not intended to include all possible infractions.

Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures up to and including suspension from school and/or dismissal. The following schedule shall not be used in determining discipline for any student on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

Infraction:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, or other disciplinary assignment without approval
8. Failure to comply with state immunization records.
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
24. Possession, use, distribution, sale, conspiracy to sell or possess or bring in the chain of sale or distribution, or being under influence of alcoholic beverages, low-point beer (as

defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances

25. Profanity
26. Public Display of Affection
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Unacceptable attire (shirts or pants with profane, vulgar or repulsive words or pictures, shirts or pants dealing with beer, alcohol or tobacco, tank tops, halter tops, half shirts, see-through garments or split skirts which do not touch the top of the knee) **SEE STUDENT CONDUCT DRESS CODE pg 11.**
32. Violation of the tobacco policy
33. Using racial, ethnic or sexual epithets
34. Vandalism
35. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
36. Vulgarity
37. Willful damage to school property
38. Willful disobedience of a directive from any school official
39. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school.
40. Abuse of Internet policy
41. Any act which disrupts the academic atmosphere of the school

Certain infractions may require counseling and rehabilitative efforts before reinstated in school programs and/or require notification of legal authorities.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, community service, and referral to social agencies, if appropriate.

Refer to the Suspension Policy (see policy FOD) for additional information on suspension/dismissal of students. (Policy FO-R1)

Student Behavior on School Bus

In accordance with the policy of the Board of Education, the following rules and regulations shall govern the conduct of school bus passengers: Students may continue to ride the bus as long as they adhere to the policies regarding student behavior while on the bus. When a bus driver has difficulty maintaining discipline on a bus, the driver will notify the Director or Assistant Director of a need for a conference with the students involved regarding the difficulty as soon as feasible following the end of the bus route. If this procedure fails to bring about cooperation, the Director or Assistant Director may deny the student the privilege of riding the school bus. When this is done, the Director or Assistant Director

notifies the parents/guardians of the action, the reasons thereof, by letter. This policy is not intended to relieve the driver of the responsibility of maintaining control. Buses will be provided to transport students to ICTC and back to the home schools. The driver is responsible for the safety and conduct of the passengers. Riding a school bus is a privilege, and the privilege may be removed for not abiding by the bus rider rules. The following rules must be obeyed.

Prior to Loading:

1. Be on time at the designated bus stop to keep the bus on schedule.
2. Stay off the roads at all times while waiting on the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful when approaching the bus stop.
5. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting for the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of body in the bus.
2. Refrain from the use of any form of tobacco, alcohol, or drugs.
3. Assist in keeping the bus safe and clean at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident (the life you save may be your own.)
5. Treat bus equipment as you would valuable furniture in your own home.
6. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clean.
9. Do not throw objects in or out of the bus.
10. Remain in your seat when the bus is in motion.
11. Refrain from horseplay and fighting on the school bus.
12. Be courteous to fellow students and the bus driver.
13. Remain quiet when approaching a railroad-crossing stop.
14. Remain in the bus during road emergencies except when it may be hazardous to your safety.

After leaving the bus, students should: Move at least ten (10) feet from the bus stop, check traffic, wait for bus driver's signal, then cross road.

THE ABOVE RULES AND REGULATIONS SHALL APPLY TO ALL EXTRACURRICULAR TRIPS UNDER SCHOOL SPONSORSHIP.

Weapons-Free School

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. 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 may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below: "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the Superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2.) Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's

designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE:

18 U.S.C. §921

21 O.S. §1271.1, §1280.1

70 O.S. § 24-132.1

CROSS-REFERENCE:

Policy FNCG, Weapons

Policy FOD, Suspension of Students

Policy FOD-R, Suspension of Students, Regulation

Policy FODEA, Student Discipline Procedures for Handicapped Students

Policy FODEB, Suspension of Disabled Students

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

THIS POLICY REQUIRED BY LAW. (Policy FNCGA)

Search of Students

The ICTC Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the

Superintendent, Campus Director, instructor and/or law enforcement officer shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. (Policy FNF)

The decision to conduct a search must be based upon reasonable suspicion that:

1. A violation of the law or school rules has occurred or is occurring
2. The student to be searched has committed the violation
3. Particular evidence of the violation will be discovered in the search.

In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

1. The student's age, history, and record in school
2. The prevalence and seriousness of the suspected violation
3. The school official's prior experience in detecting the problem or recognizing suspicious behavior
4. The need to make a search without delay and further investigation
5. The specificity and source of the information used as justification for the search
6. The particular teacher or school official's experience with the student

Drugs, Alcohol, and Contraband Searches

In accordance with the policy of the Board of Education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent. All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold/wet weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances,

materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold/wet weather outerwear are prohibited. (Policy CKAE-R)

Harassment, Intimidation, and Bullying

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment

8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Involvement of local authorities
11. Restriction of privileges
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

- A. Verbal, physical, or written harassment or abuse;
- B. Repeated remarks of a demeaning nature;
- C. Implied or explicit threats concerning one's grades, achievements, etc.;
- D. Demeaning jokes, stories, or activities directed at the student;
- E. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

- A. Prompt investigation of allegations of harassment;
- B. The expeditious correction of the conditions causing such harassment;
- C. Establishment of adequate measures to provide confidentiality in the complaint process;
- D. Initiation of appropriate corrective actions;
- E. Identification and enactment of methods to prevent reoccurrence of the harassment; and
- F. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district. (FNCD)

Contact instructor, counselor, and/or administrator to report harassment/bullying. (Policy FNCD-E)

Sexual Harassment of Students (FB)

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Indian Capital Technology Center Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

- A. Administrators and Supervisors
 - 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 - 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 - 3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school

administrators' judgment and common sense in meeting the requirements of the federal law.

- 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
- 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

Grievance Procedure:

Parent-Teacher Secondary Students

The ICTC Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues (Policy GFB).

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance. If the grievance is not

resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the Campus Director.

If the grievance is not resolved following the Director/Parent conference, the parent shall be requested to schedule an appointment with the Superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the Board of Education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance.

Sex-Discrimination/Harassment

It is the policy of the ICTC Board of Education that the Superintendent shall serve as Title IX Coordinator for this school district. The Superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures. The board shall appoint on a periodic basis a sex discrimination/harassment grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff (Policy FBA).

Grievance Procedures For All Student Discrimination Complaints

In the event a student wishes to file a complaint, the following procedures shall apply:

Definitions

1. **Grievance:** A complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student:** A student of this school district who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. **District Compliance Officer:** The DCO is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.
4. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. **Day:** Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays and holidays.

Pre-filing Procedures

Prior to the filing of a written complaint, the student is encouraged to visit with the compliance coordinator(s) at the respective campus and reasonable effort should be made to resolve the problem or complaint.

Level 1: Filing and Review with the Campus Director

- A. **Student:** Submits written complaint to DCO stating name, nature and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 20 days of alleged violation. Complaint forms are available on each campus in the office(s) of the compliance officer(s) and in the office of the DCO.
- B. **DCO:** Notifies respondent within 10 days and asks respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of student's complaints; (c) outline alternatives.
- C. **Respondent:** Submits answer within 10 days to EEO officer.
- D. **DCO:** Within 10 days after receiving respondent's answer, DCO refers the written complaint and respondent's answer to campus director. The DCO also schedules a hearing with the student, the respondent, and the campus director. The DCO will be present to document a summary of the hearing.
- E. **Campus Director:** Within 10 days after the hearing, issues a written decision to the student, respondent, and DCO.

Level 2: Appeal to Superintendent

- F. **Student/Respondent:** If the student or respondent is not satisfied with the decision, they must notify the DCO within 10 days and complete the request, in writing, to appeal to the Superintendent
- G. **DCO:** Within 10 days of receiving the request for appeal, the coordinator will refer the appeal and the findings of the hearing to the Superintendent. The coordinator will schedule a hearing with the student, respondent, and Superintendent.
- H. **Superintendent:** Shall act as an intermediate level of appeal by reviewing the campus director's decision along with the additional evidence presented and making a decision. The Superintendent may ask for additional evidence from the parties and any other individual it deems relevant. Within 5 days after the hearing, the Superintendent will issue a decision in writing to all parties involved.

Level 3: Appeal to the Board of Education

- I. **Student/Respondent:** If the student or respondent is not satisfied with the decision, they must notify the DCO, in writing, within 10 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.

- J. **DCO:** Notify the Board of Education, in writing within 10 days after receiving the request for appeal. The DCO will request the appeal be placed on a board agenda within 30 days from the date of notification to the Board of Education.
- K. The Board will act as an appellate body by reviewing the decisions and the evidence and make a decision. At the Board meeting, the Board may ask for additional evidence from the parties and any other individual it deems relevant. All Board of Education hearings shall be public unless the subject matter qualifies for a closed meeting under the Oklahoma Open Meeting Act and all parties to the complaint request a closed hearing. Within 10 days of the meeting, the board will issue a final decision in writing to all parties.

General Provisions

- I. **Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
- II. **Access to Regulations:** The school district shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, or qualified handicap upon request.
- III. **Confidentiality of Records:** Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.
- IV. **Representation:** The student and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- V. **Retaliation:** No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- VI. **Basis of Decision:** At each level in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent and gravity of the activities and/or incident(s). (Policy FBB-P and Policy FBB-E)

Student Complaints and Grievances

The procedures for filing and resolving discrimination complaints (FBB-P) are to be followed if a student believes they have a grievance relative to Title IV (race), Section 504 and the ADA (disabilities), Title IX (gender/sex), or veteran status.

Any student of ICTC may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the

complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Also, the written complaint must be dated and signed by the party filing the grievance. Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time. Complaints or grievances concerning a campus rule or regulation shall be filed with the campus director. (Policy FBB and Policy FBB-E)

A grievance report form can be obtained from the campus EEO/Compliance Officers.

Brent Ryan	Muskogee Campus (918) 348-7915
Jennifer Rainbolt	Muskogee Campus (918) 348-7957
Cindy Lattimore	Sallisaw Campus (918) 571-4067
Tom Osborn	Sallisaw Campus (918) 340-9119
Camille Clinton	Stilwell Campus (918) 797-8505
Jimmy Gilstrap	Stilwell Campus (918) 797-8511
Cindy Jack	Tahlequah Campus (918) 708-3691
Bill Sprague	Tahlequah Campus (918) 708-3705

To file an accessibility complaint, contact the accessibility compliance representative: Ravonda Bethel, 2403 N. 41st. Street E., Muskogee, Oklahoma 74403, phone (918) 348-7963, FAX (918) 887-9686. (Policy FBBE)

Non-Retaliation

ICTC takes complaints seriously and works to resolve issues in a satisfactory manner. No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of any type of complaint.

Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances

ICTC recognizes the complexity of problems that may be associated with student drug abuse. The concern is for the well-being and best interests of students at all times. Therefore, it is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages - including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) – or a controlled dangerous substance as defined by law shall immediately notify the Campus Director or designee of such suspicions in writing. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.

The teacher’s report will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher concluded that the student appeared to be under the influence of non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances.

The Campus Director or designee shall immediately notify the Superintendent or designee of the report. The Campus Director or designee will also immediately notify the secondary student’s parent or legal guardian of the report of said student’s possession of a controlled or counterfeit substance or suspected abuse thereof. Notification to the secondary

student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the Board of Education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose. (Policy FNCE)

Drug and Alcohol Use by Students

The nonmedical use of drugs and alcohol are hazardous to the health of students. It interferes with the education of the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this policy has been established to ensure that the students (both adult and secondary) attending school in this district will be educated in a drug and alcohol-free environment.

The purpose of this policy is to provide a clear message to adult and secondary students, parents, and the citizens of the community that use, possession, distribution, sale, or being under the influence of alcoholic beverages, illegal drugs, or look-alike drugs as defined in Oklahoma statutes, will not be tolerated on school buses, in school buildings, on school property, or at school-sponsored events. This policy extends to all school-sponsored or related activities (including field trips, and student organization competitive events), whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments.

The school board recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanctions, assistance to any student seeking drug and alcohol treatment or advice. However, once it has been determined that a student has used, possessed, distributed, or sold drugs or alcohol or is under the influence of drugs or alcohol, the penalty for the first offense shall be:

1. Suspension/dismissal from school in accordance with district policy (policy FOD); and
2. Forfeiture of the privilege of participating in any and all extracurricular school activities.

Additionally:

1. The secondary student's parent or guardian will be called to remove him or her immediately from school property.
2. The police will be notified promptly of the offense by means of a complete report, prepared by the Campus Director, which will include a description of the substances plus any physical evidence obtained.
3. The secondary student's parent or guardian will be asked to meet with the school administrator(s) and members of the staff during the first four days of the suspension for the purpose of determining a specific plan for monitoring the

secondary student's subsequent behavior. If a satisfactory plan is developed within this four-school-day period, the suspension may be reduced.

Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages and illegal drugs, brought onto school buses or school property and submit such drugs to the proper authorities for analysis. In the event of a second violation, the secondary student will be referred directly to the school board with a recommendation for suspension. The parent or guardian and student will be advised of the expulsion procedures and their right to notification and hearing before the board.

NOTE: According to board policy, students are also prohibited from possessing prescription drugs and over-the-counter drugs on school property. Any student who is required to carry a prescription or nonprescription drug during school hours shall deposit the drug with the student service staff immediately upon entering school property, unless the medication must be retained by the student for immediate administration. (Policy FFBA)

24/7 Smoke Free/Tobacco Free Environment Policy

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by Indian Capital Technology Center (ICTC) as required by government contract. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus. Employees are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

- B. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.

- b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
- C. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
 - D. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.
 - E. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined within this policy.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

Students - Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

Employees - Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

Visitors and General Public - Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the

individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

Suspension and Dismissal of Students

It is the policy of the ICTC Board of Education that the Superintendent or designee may suspend or dismiss a student for:

2. Acts of immorality
3. Violations of policy or regulations
4. Possession of an intoxicating beverage, low-point beer (See Policy FNCE)
5. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
6. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (Policies FNCE and FNCGA)
7. Possession of a firearm shall result in out-of-school suspension of not less than one year (Policy FNCGA)
8. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
9. Adjudication as a delinquent for a violent or non-violent offense.

The above list is not inclusive of actions that may result in suspension or dismissal.

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer (Policy FNCGA.)
2. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
3. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
4. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense that is directed towards an instructor shall not be allowed to return to that instructor's classroom without the approval of that teacher and the Campus Director.

Secondary Students:

Since ICTC is comprised of cooperating school districts, it is expressly understood that student suspension from the home school may also result in the suspension of the student from

ICTC. Further, the suspended student will not be reinstated until the student is reinstated at his/her home school with proper notification of the reinstatement being received by ICTC. If a student suspended from his/her home school qualifies and desires to continue the program at ICTC; the student must first obtain approval from the appropriate official of the home school granting permission to continue the program at ICTC. When a student has been suspended from the technology center, but not necessarily at the home school, the suspended student and his/her parent/guardian must attend a conference with the appropriate ICTC official before the suspended student can be removed from suspension and permitted to attend classes.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

Procedural Steps to Suspension

Before a student is suspended from school, the Campus Director of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements may include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation - A student may be placed on probation with or without additional disciplinary action. If probation is elected by the Campus Director as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement - An alternative to out-of-school suspension. In-school placement will be imposed by the Campus Director and the student may be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension - Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension. A student suspended out-of-school will not be allowed on district property during the dates of suspension.

Appellate Procedures

1. Any secondary student, who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s) may appeal the suspension to the Campus Director. The following procedures shall govern the appellate process:
 - a. The appeal must be filed in writing with the Campus Director.
 - b. The Campus Director at his/her discretion may permit the suspended student to

attend classes pending the outcome of his/her appeal.

- c. The Campus Director will contact the District Administrator of Instructional and Student Services who will select a neutral Administrator to hear the appeal.
 - d. The Administrator hearing the appeal will hold a conference with the student, parent and administrator who took the initial disciplinary action. Every effort should be made to hear the appeal within two (2) school days.
 - e. The Administrator hearing the appeal may uphold, rescind or modify the suspension. The student and parent and the administrator that took the original action will be notified of the appeal decision as soon as possible.
 - f. The final level of appeal for a short-term suspension (ten days or less) is the Superintendent. The parent must file the appeal in writing within two school days of being notified of the outcome of the previous appeal.
2. Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s) may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. The following procedures shall govern the appellate process:
 - a. The student, or the student's parent(s), shall notify the Superintendent within ten (10) days following the written notification of the suspension of their intent to appeal the suspension.
 - b. Upon receiving notice of a student's intent to appeal, the Superintendent shall advise the Board of Education. The Board of Education may conduct the hearing or may appoint a Hearing Officer to conduct the hearing. The Board of Education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The Superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - c. During the hearing of the appeal before the Board of Education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by

- legal counsel, unless the school district is represented by legal counsel.
- d. The Board of Education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education or Hearing Officer may uphold, rescind, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the Board of Education or Hearing Officer shall be final.

Post-Secondary Students:

In accordance with the policy of the Board of Education, policy FOD shall govern the dismissal of adult students from ICTC. The authority to dismiss a student from the school district is delegated to the respective Campus Director and/or their respective administrative designee. Adult students may follow the grievance procedures outlined above in Procedures for Filing and Resolving Complaints to address student's concerns.

Re-Admission Policy

To continue enrollment into the next semester of study, students must remain in good standing with the Technology Center in order to be readmitted to finish their training. Good standing is defined as: Having an account balance of less than \$250.00 for regular daytime students and \$500.00 for Adult Health Careers students at the time of enrollment, making satisfactory progress the previous semester and demonstrating a grade of "C" or better. In addition, students should not be in violation of ICTC attendance policy. Students who wish to return for training in a second, unrelated Career Major after successful completion of a first Career Major will be considered on a case-by-case basis, but shall not be given priority over other students.

Re-Admission Following Dismissal Related to Disciplinary Action

Unless otherwise noted/allowed by ICTC Policy, students may not be eligible for readmission if previously dismissed from the program for reasons of disciplinary action related to behavior and/or misconduct.

Individuals seeking re-admission after being dismissed from an ICTC training program/career major shall have admission reviewed by an admission committee consisting of instructors, administrators, and counselors. The committee is not obligated to approve re-admission.

If re-admission is granted at any point following dismissal, the student may be requested to meet certain criteria and/or provide written evidence/documentation that actions or circumstances resulting in dismissal have been resolved/corrected so not to negatively impact the subsequent enrollment/successful completion. Such evidence/documentation may be specified at the time of dismissal and/or upon application/consideration for readmission. The admissions committee reserves the right to establish criteria the student must meet/maintain as condition of re-admission. Students re-admitted following a dismissal

may be placed on probation upon re-entry. Failure to abide by the grounds of the probation and/or meet criteria established by the admissions committee may result in dismissal from the program.

Students dismissed from an ICTC training program/career major due to a violent act(s) or threat(s), and/or possession of dangerous weapons shall not be reconsidered for admission.

Re-Admission Following Dismissal Related to Unsatisfactory Academic Progress/Student Performance

Students seeking admission following dismissal related to unsatisfactory academic progress/student performance may be readmitted only once in a time frame not to exceed two years from the date of dismissal. Re-admission requests extending beyond the two-year period and/or admission requests in excess of one re-admission shall be reviewed by an admission committee consisting of instructors, administrators, and counselors. The committee is not obligated to approve re-admission. If re-admission is granted at any point following dismissal, the student may be requested to meet certain criteria and/or provide written evidence/documentation that actions or circumstances resulting in dismissal have been resolved/corrected so not to negatively impact the subsequent enrollment/successful completion. Admission extending beyond two years from the initial date of dismissal shall result in the student repeating the entire training program/career major.

Adult students may follow the grievance procedures outlined above in Procedures for Filing and Resolving Complaints to address student's concerns related to Suspension or Dismissal.

Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when student's behavior results in a determination by the Director of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school.

In addition, when a Director determines to impose alternative in-school disciplinary or other corrective measures against a student, that student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the Director, participation may be permitted if it is appropriate given the nature of the offense committed by the student. "Extracurricular activities include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, and all other school sponsored activities and organizations.

SAFETY & WELLNESS

Safety

The importance of safety cannot be over-emphasized. The instructor will insist that students wear quality eye protective devices when they are involved in a shop or laboratory situation that warrants eye safety devices. All practices that are considered good safety habits will be used. Students must score 100% on program specific safety tests before shop work will be permitted.

First Aid services are available to both students and staff. Students with special needs are referred to their personal physician or to agencies in the area. A well-planned safety program is conducted at ICTC. Each area of instruction follows safety practices appropriate to that program and are in compliance with the Occupational Safety and Health Act. (OSHA)

Accident Insurance

The ICTC Board of Education does not assume the responsibility for the payment of hospital or doctor fees. The Board highly recommends that those students who are not covered under family insurance and hospitalization plans purchase an accident policy.

It is the policy of the ICTC Board of Education to select a reputable insurance company through which parents and/or students may purchase accident insurance. Insurance programs may also be provided through the local high school. The purchase of such insurance is entirely within the discretion of parents and/ or students. However, each student is required to have accident insurance or a statement signed by the parent(s) or guardian releasing the school of all liability in case of an accident. The public schools may not legally pay medical bills for students. In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

Visitors

It is the policy of the Indian Capital Technology Center Board of Education that all visitors to any school facility obtain a visitor's pass at the campus director's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the Indian Capital Technology Center shall have the authority and power to direct any person to leave district property who is not a student, officer, or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on district property;
2. Commits an act that interferes with the peaceful conduct of activities on district property; or
3. Enters district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on district property.

For purposes of this policy, the term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities or any lawful activity occurring on Indian Capital Technology Center property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or to the district; or direct interference with administration, maintenance, or security of property belonging to the district.

This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or campus director determines that a threat to the peaceful conduct of students exist.

Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or designee, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

Classroom Visitation

In order to provide students with a reasonable opportunity to study and learn, it is the policy of the ICTC Board of Education to restrict classroom visitation to a minimum. Any person who needs to visit a classroom or other school facility must obtain permission from the Campus Director's office. Visitors on school property without permission may be asked to leave the premises.

The Campus Director is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the Director's office before visiting any classroom or other facility.

The Campus Director is authorized discretion in permitting visitation, and the Board of Education declares its support of any decision made by a Director in denying visitation to any person.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

School Visitors (Grievance/Appeal Process)

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual (complainant) may request a hearing

before the Board of Education regarding their removal from the school premises. The request shall be submitted in writing to the Superintendent. Such request shall be sent certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reasons why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing before the Board of Education.

Hearing

1. The hearing shall be conducted by the Board of Education as follows:
2. The administration shall present each of the Board members a copy of the written summary provided to the complainant.
3. The complainant shall present each of the Board members a copy of a written response to administration's paperwork.
4. Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and response.
5. The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.

The decision of the Board of Education shall be final and not appealable.

Contagious and Infectious Diseases

Students having any communicable diseases are not permitted to remain in school, unless specifically authorized by a doctor. In all cases, the State Board of Health governs by the order of the local health offices or school officials.

Acquired Immune Deficiency Syndrome (AIDS)

The ICTC Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within this district and who is qualified under Oklahoma law to attend school.

Acquired Immune Deficiency Syndrome (AIDS) is a disease in which the body's immune system is impaired by the Human Immunodeficiency Virus (HIV). The virus leaves its victim unable to fight off infections. As a result, persons with AIDS are susceptible to serious secondary infections, such as pneumonia and certain malignancies. Some, but not all, persons infected with HIV develop AIDS.

To assist the school district and infected students, it is the policy of this Board of Education that students who have contracted AIDS, or students who are infected with HIV will not be denied educational opportunities. (Policy FFAAB)

Medication: Administering to Students

It is the policy of the Indian Capital Technology Center Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, an administrator, or a designated person may administer the medication. (Policy FFACA)

Self-Administration of Inhaled Asthma Medication

In compliance with state law, the Indian Capital Technology Center permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
- E. Definitions:
 1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician. (Policy FFACB)

Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall be discharged, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report. (Policy FGG, FFG-E)

Hazing

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. (Policy FNCC)

Asbestos Management

In response to the Asbestos Hazard Emergency Act, P.L. 519, and the Environmental Protection Agency (E.P.A.), ICTC has completed a survey of its buildings for asbestos-containing materials and all district facilities are asbestos-free.

The management plan (results of the survey) is available for your viewing during regular office hours in the office of the director on each campus.

HELPFUL RESOURCES

Local Referral Agencies

Tahlequah “Help In Crisis”	918-456-4357
Monarch (Muskogee)	918-683-0124
Green Country Behavioral Health Services ...	918-682-8407
Stilwell “Help In Crisis”	918-696-6865
Wilma Mankiller Clinic	918-696-8830
State Department of Mental Health and Substance Abuse Services	405-522-3908
National Help Line	1-800-262-2163
Alcohol and Other Prevention.....	www.edu.org/hec/
OK Dept. of Human Services	1-800-522-3511
People Inc. (Sallisaw)	918-775-7787
Health and Wellness Center (Sallisaw).....	918-790-2653
CREOKS (Tahlequah).....	918-207-0078
CREOKS (Sallisaw).....	918-775-5513

Website Resources

Indian Capital Technology Center
<http://www.ictctech.com>

Oklahoma State Department of Career and Technical Education
<http://www.okcareertech.org/>

Oklahoma State Department of Education
<http://www.ok.gov/sde/>

Veterans Benefits
<http://www.benefits.va.gov/gibill>

Federal Student Aid Website
<http://www.fafsa.ed.gov>

Federal Student Aid informational page
<http://studentaid.ed.gov>

Financial Aid

The fundamental purpose of the financial aid office is to provide assistance for financially disadvantaged students who, without such aid, would be unable to further their education. Financial assistance includes grants, scholarships, and tuition fee waivers. The primary responsibility for financing education lies first with the student and the student's family (parents or spouse).

Financial aid is awarded to the student according to institutional policies and federal regulations on the basis of need and ability to benefit from the training without regard to age, ethnicity, religion, or gender. Information on any of the available financial aid programs may be obtained from the school office and online. When a student has a need of financial assistance, arrangements should be made prior to the beginning of the student's training. Every effort will be made to meet the student's need through a variety of available financial assistance programs. Grants and scholarships, as well as assistance from other agencies are available to assist most students. Students who are sponsored by an agency or organization shall be responsible for providing an approval letter or voucher from that agency to the financial aid office no later than two weeks after the first day of class. It is the student's responsibility to keep the financial aid office informed of any changes in their address and enrollment status.

Federal PELL Grant

The Federal PELL Grant Program is an entitlement program in which a student's eligibility is determined by a standard formula computed by the U.S. Department of Education.

Federal PELL Grant awards are based on family size, income, and assets of the student and family, and on the actual number of clock hours attended by the student. A Federal PELL Grant is an award to help undergraduates pay for their education after high school. For the Federal PELL Grant Program, an undergraduate is one who has not earned a Bachelor's degree. Any adult student may apply by going online at www.fafsa.ed.gov or for individual assistance, make an appointment with the Financial Aid Office listed above.

A student is eligible for a Federal PELL Grant if he or she:

- Is a U.S. citizen or eligible non-citizen
- Is registered with Selective Service (male only, at least 18 years of age)
- Does not already have a B.S. or B.A. degree.
- Has financial need as determined by the Department of Education.
- Enrolled as a regular student in an eligible program.
- Is attending at least 12 clock hours per week.
- Is working toward a certificate.
- Has a high school diploma or GED or has met the requirement for the 'Ability to Benefit' prior to July 1, 2012

- Is not in default on any student loan previously received and does not owe a refund on any student grant previously received.
- Has completed verification: If selected by the Department of Education
- Is not incarcerated in a Federal or State Penal institution
- Has not been convicted of possessing or selling an illegal drug that occurred during a period of enrollment for which the student was receiving Title IV aid.
- Signs a statement of updated information, Registration status, Anti-Drug Abuse Act Certification, Education purpose/statement of refunds and defaults.
- Student will not be entitled to receive Federal PELL Grant payments from more than one institution concurrently

Criteria for Selecting Recipients from Group of Eligible Applicants

- All eligible students in a Title IV approved course will be awarded.

Federal Pell Grant Eligibility

To be eligible for Federal PELL Grant, a student must have an eligible Federal PELL Grant Index number called the 'Expected Family Contribution' (EFC). The neediest student will have an EFC of zero and may be eligible for the maximum award. As the EFC increases, the amount of the award decreases. The EFC is printed on the Student Aid Report, which is the official notice of the student's eligibility (or ineligibility) for a Federal PELL Grant. The EFC is computed by the Central Processing System in Iowa and is based on the information reported by the student on the financial aid applications.

Criteria for Determining Amount of Student Aid Grant:

- Expected Family Contribution (EFC).
- Tuition and book cost for the program plus living allowances (dependent or independent student)
- Enrollment status of the student (i.e., full-time or half-time)
- Length of program and length of time student is enrolled

Verification Policy

If an application for federal aid is selected for verification, an asterisk (*) will appear by the EFC number and comments will appear on Part One of the Student Aid Report and comments listed will address the verification requirements. The student will be notified of required documents for review and will have 30 days to return requested information to the Financial Aid Office. The student must return all verification forms requested before final award and disbursements will be made. Cases of suspected fraud will be referred to the Regional Office of the Inspector General if they cannot be resolved locally. Information that may be required for verification:

- Family Household Size
- Number of family members attending post-secondary educational institutions at least half-time
- Receipt of SNAP benefits (Food Stamps)
- Child Support Paid (if applicable)

- Adjusted Gross Income
- U.S. Income Tax Paid
- Income earned from work (if not filing an IRS tax return)
- Tax-Exempt Interest Income
- Untaxed Portions of Pensions & IRA Distributions
- IRA Deductions & Payments
- Education Credits
- Receipt of HS Diploma or Transcript
- Identity/Statement of Education Purpose
- Certain untaxed income

Satisfactory Academic Progress (SAP)

Students are considered to be making satisfactory academic progress at the time of enrollment. Satisfactory academic progress will be checked for each student receiving financial aid at the end of each payment period (450 hours). Unsatisfactory academic progress will result in the student losing eligibility to receive student financial aid. The student would be notified of this in writing should this occur.

Qualitative Standards

Students must maintain a cumulative grade of “C-” or better. All students should refer to their student handbook for the ICTC academic grading policy.

Quantitative Standards

Students must show adequate pace of progression toward graduation from their career major. Pace of progression is cumulative, and is calculated by the number of clock hours attended divided by the number of clock hours scheduled to attend. A student’s pace of progression should not be less than 88.5%, hours attended, each payment period in order to finish their course within the maximum time frame. The maximum timeframe that a student should not exceed is 113% of the published length of the career major in which the student is enrolled. [For example, a student enrolled in a 900 clock hour career major that is scheduled to last 10 months will not be allowed longer than 11.3 months to complete the career major. This 11.3-month time frame would not include the summer months when class is not in session. Pace of progression should not be less than 88.5%, or 398 hours attended for the 450 hour payment period.]

All coursework will be counted toward the completion of the program of enrollment regardless of receiving funding from financial aid.

SAP for VA Education Benefits

Students receiving Veterans’ Education Benefits must meet all applicable academic progress standards as defined for Title IV aid to continue to receive their benefits.

Disbursement of Federal Pell Funds

The first disbursement of funds to new students requires no progress check, provided, the first disbursement is issued during the first semester or payment period of training. In order to be eligible to continue receiving financial aid, a student must be making satisfactory progress toward the completion of their course of study. Attendance is extremely important at ICTC. Attendance is a part of the student’s daily grade and also a determination when a student is eligible for disbursement of

funds. The number of clock hours completed will be reviewed prior to second or subsequent disbursements to verify 90% attendance of the previous payment period has been maintained.

Disbursement Dates and Schedules

It is the policy of ICTC to inform students of the disbursement dates. The student will be notified during the award process. Scheduled disbursement dates are posted outside the financial aid office on each campus. Pell checks are disbursed once in a semester. If eligible, Oklahoma Tuition Aid Grant (OTAG) checks are disbursed once a semester.

Requirements for Reinstatement of Financial Aid

A student whose financial aid has been terminated may apply for aid to be reinstated once the student has completed one semester or grading period of training in an approved program with a semester grade of “C-” or better. A student whose financial aid has been terminated is responsible for paying balance in full.

Any student receiving Title IV aid that is suspended from school will be terminated from financial aid for at least one semester. Students will automatically be dropped after 10 consecutive days of non-attendance.

Financial aid recipients who have been disbursed funds and, withdraws or drops at or before the 60% point of any payment will likely owe a repayment of financial aid funds disbursed. The 60% point of time normally falls somewhere within the 10th week of class.

If a student must withdraw from ICTC for personal reasons, the student may reapply for financial aid if the student is able to return to school at a later date. Students who return to school within the same award year or at a later date may reapply for Title IV aid (if necessary) and will be eligible to receive further disbursements providing they complete all hours in the previous payment period and are making satisfactory academic progress and are in compliance with all other guidelines of Title IV policies.

If a student withdraws or is dropped by the school before receiving Title IV aid for which the student was otherwise eligible, the Federal PELL Grant post-withdrawal disbursements for the student may be delayed at least one month in order to determine the percentage of the grant the student may receive for living expenses and the percentage of the grant the school may keep for tuition, fees, and books based on the hours the student actually attended.

Return of Title IV Policy

PELL Grant, when a student withdraws or drops from a program:

1. Federal law now specifies how a school must determine the amount of Federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed, or takes a leave of absence prior to completing more than 60% of a payment period.

2. The amount of Federal financial aid assistance that the student earns is determined on a prorated 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. Percent earned = Number of clock hours completed up to the withdrawal date.** Total clock hours in the payment period or period of enrollment
Percent unearned = 100% minus percent earned

3. 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 the school or Department of Education to return the funds).

4. The student can be billed for funds the institution is required to repay.

*Federal financial aid includes the Federal Pell Grant

** Withdrawal date is defined as the student's last date of attendance as determined by the institution from its attendance records. This also includes students who do not return from an approved leave of absence.

NOTE: Treatment of Title IV funds will not be calculated for those students whose financial file is incomplete (missing or incomplete documents such as: incomplete verification, proof of ability to benefit, and unsigned or incomplete documentation).

Oklahoma Tuition Aid Grant

The Oklahoma Tuition Aid Grant (OTAG) may cover up to 50 percent of your tuition costs depending upon your eligibility. This Grant is administered by the Oklahoma State Regents for Higher Education. The application for OTAG is the same application for PELL. The information from the PELL application is sent to the state you show as legal residence. OTAG deadline is stated on the front of the PELL application.

Eligibility requirements for OTAG:

- Legal residence in Oklahoma for at least one full year.
- Financial Need - EFC under 1700
- Enrolled in a full-time or half-time basis in an eligible program as currently defined for Federal Title IV student financial aid programs.
- Complete the FAFSA application before December 1st for primary consideration.

Other Assistance

Veterans Administration

Veteran's educational benefits through the GI BILL™, provide a monthly allowance to help eligible veterans meet the cost of education and living expenses while in training. The school's costs of attendance (tuition, books, and supplies) are expected

to be paid first. Students should bring a copy of their DD-214 for application. Most of our day classes qualify for Veteran's Benefits. For Vocational Rehabilitation through the V.A., contact your assigned Vocational Rehabilitation counselor:

Veterans Administration Regional Office
Corner of Main Street & Okmulgee Avenue
Muskogee, OK 74401
PH 1-888-442-4551
www.benefits.va.gov/gibill/

Workforce Investment Act (WIA)

This program provides job training and employment opportunities for economically disadvantaged, unemployed, and under-employed people. The program also provides retraining for certain people unemployed as a result of plant closing or layoff (Dislocated Worker). Job training programs include occupational training, on the job with private employers, youth employment training (under 21 years of age) programs, literacy training, and others.

Muskogee County - 918-682-3364

Adair County - 918-696-6608

Cherokee County - 918-456-8846

Sequoyah County - 918-775-5541

Tribal Assistance

The Bureau of Indian Affairs Training and Employment Center offers educational assistance if you can provide your Tribal Agency with proof of residence in Oklahoma, income for your household, and Indian descent (CDIB card).

Cherokee Nation
P.O. Box 948
Tahlequah, OK 74465
PH 918-456-0671
Stilwell 918-696-3124
Sallisaw 918-775-6226

Creek Nation
P.O. Box 580
Okmulgee, OK 74447
1-800-482-1979

Choctaw Nation
P.O. Box 1210
Durant, OK 74702
1-866-933-2260
(580) 924-8280

Vocational Rehabilitation Services

The Vocational Rehabilitation program is for individuals who have a physical or mental disability that is an obstacle to employment. Assistance may include tuition, books, and supply cost. Contact the Vocational Rehabilitation Department:

Muskogee - 918-781-4150
Tahlequah - 918-456-6193

Nursing Student Assistance Program

The Nursing Student Assistance program is for the Practical Nursing student and is administered by Physician Manpower Training Commission. Applications can be picked up in the Financial Aid Office or Practical Nursing Office.

Muskogee Regional Medical Center Auxiliary (MRMC)

M.R.M.C. (Muskogee Regional Medical Center Auxiliary) is for the Practical Nursing student. A limited number of scholarships and interest-free loans are made to qualified applicants. You must have a letter of acceptance from the P.N. Program to apply.

Scholarship Opportunities

http://www.ictctech.com/full_time/scholarship_info

OK Career Tech Scholarships include: Otha Grimes-Francis Tuttle Memorial Scholarships, OKACTE/Essp Casy Cundiff Outstanding Student Scholarship, & Washington/Dubose Memorial Scholarship

ICTC Scholarships include: ICTC Senior Scholarship (see below for details), Charles William Scholarship, ICTC Superintendent's Scholarship, various ICTC fee waivers, & ICTC Foundation Scholarship.

Senior Scholarship

Any participating school junior, senior or immediate graduate who resides in the Indian Capital district will be eligible for one (1) tuition free program. This tuition free program may be used during their junior and senior year or through the year following their high school graduation. The maximum benefit is a tuition waiver up to 1050 hours at the in-student rate for regular full-time Career Majors. (Policy FFE)

Other Resources

Below are links to additional resources for scholarships.

www.SchoolSoup.com

www.fastweb.com

2017-2018 CAREER MAJORS

**Tuition for in-district HS students is free.*

Additional costs may include books, supplies, and miscellaneous fees.

Financial Aid available for qualifying students.

AUTOMOTIVE TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Auto Collision Repair Technician (NATEF Compliant)	x			x	1050	\$2,100
Auto Service Technician (NATEF Compliant)	x	x	x	x	1050	\$2,100
BIOMEDICAL TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Biomedical Academy (PLTW) (HS Only)	x				960	*0 / \$1,920
BUSINESS TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Administrative Assistant				x	1050	\$2,100
Executive Administrative Assistant	x	x	x	x	1050	\$2,100
Legal Office Assistant				x	1050	\$2,100
Medical Office Assistant	x		x	x	1050	\$2,100
Medical Insurance Coder	x		x		1050	\$2,100
COSMETOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Cosmetologist Public (HS Only)	x				1000	*0 / \$2,000
Cosmetologist (Adults Only)	x				1500	\$3,000
CONSTRUCTION TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Electrician's Assistant	x				1050	\$2,100
Finish Carpenter		x			615	\$1,230
Heavy Equipment Operator				x	1050	\$3,675
Intro to Construction with HVAC			x		1050	\$2,100
Intro to Construction with Masonry		x			1050	\$2,100
Residential/Commercial Carpentry				x	1050	\$2,100
Residential HVAC Technician	x	x		x	1050	\$2,100
Residential HVAC Technician/Mechanical Journeyman	x				2310	\$4,620
CRIMINAL JUSTICE	MSK	SAL	STL	TAH	HOURS	TUITION
Criminal Justice Practitioner				x	1050	\$2,100
CULINARY ARTS	MSK	SAL	STL	TAH	HOURS	TUITION
Culinary Hospitality Assistant	x				1110	\$2,220
GRAPHIC COMMUNICATIONS	MSK	SAL	STL	TAH	HOURS	TUITION
Graphic Designer	x				1050	\$2,100

HEALTH SCIENCES	MSK	SAL	STL	TAH	HOURS	TUITION
HCC: Diagnostic Aid & Nurse Assistant (Adults Only)			x		1050	\$2,100
HCC: Long-Term Care/Home Health Assistant (HS Only)	x	x	x	x	525	*0 / \$1,050
Nursing Transition (HS Seniors Only)	x				525	*0 / \$1,050
Occupational Therapy Technician (Adults Only)	x				1410	\$3,172.50
Physical Therapist Assistant Adults Only)	x				1292	\$2,907
Practical Nursing (Adults Only)	x	x	x	x	1463	\$3,291.75
Radiologic Technologist (Adults Only)	x				2731	\$6,144.75
Sports Medicine Therapy Technician (HS Seniors Only)	x				585	*0 / \$1,170
Surgical Technologist (Adults Only)		x			1200	\$2,700
INFORMATION TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Cisco Network Associate	x			x	1050	\$2,100
Enterprise Network Associate	x			x	1050	\$2,100
Home Technology Integrator	x			x	1050	\$2,100
Network Management & Support	x			x	1050	\$2,100
MANUFACTURING TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Manufacturing Technician	x				1050	\$2,100
Welding: Combination		x	x	x	1050	\$2,100
Welding: Pipe	x	x	x	x	1050	\$2,100
Welding: Structural	x				1050	\$2,100
PRE-ENGINEERING	MSK	SAL	STL	TAH	HOURS	TUITION
Computerized Manufacturing Design	x				1050	\$2,100
SERVICE CAREERS TECHNOLOGY	MSK	SAL	STL	TAH	HOURS	TUITION
Building & Grounds Maintenance Technician Assistant	x				1050	\$2,100
Commercial Facilities Maintenance & Landscaping		x			1050	\$2,100
Landscape Designer & Facilities Maintenance Technician			x		1050	\$2,100
Lawn, Facilities, & Equipment Technician				x	1050	\$2,100

2017-2018 CAREER MAJORS *Listed Alphabetically*

CAREER MAJOR	MSK	SAL	STL	TAH
Admin: Administrative Assistant				x
Admin: Executive Administrative Assistant	x	x	x	x
Auto Collision Repair Technician (NATEF Compliant)	x			x
Auto Service Technician (NATEF Compliant)	x	x	x	x
Biomedical Academy (PLTW) (HS Only)	x			
Computerized Manufacturing Design	x			
Cosmetologist Public (HS Only)	x			
Cosmetologist (Adults Only)	x			
Criminal Justice Practitioner				x
Culinary Hospitality Assistant	x			
Electrician's Assistant	x			
Finish Carpenter		x		
Graphic Designer	x			
HCC: Diagnostic Aid & Nurse Assistant (Adults Only)			x	
HCC: Long-Term Care/Home Health Assistant (HS Only)	x	x	x	x
Heavy Equipment Operator				x
IT: Enterprise Network Associate	x			x
IT: Network Management & Support	x			x
IT: Cisco Network Associate	x			x
IT: Home Technology Integrator	x			x
Intro to Construction with HVAC			x	
Intro to Construction with Masonry		x		
Legal Office Assistant				x
Manufacturing Technician	x			
Medical Office Assistant	x		x	x
Medical Insurance Coder	x		x	
Nursing Transition (HS Seniors Only)	x			
Occupational Therapy Technician (Adults Only)	x			
Physical Therapist Assistant Adults Only)	x			
Practical Nursing (Adults Only)	x	x	x	x
Radiologic Technologist (Adults Only)	x			
Residential/Commercial Carpentry				x
Residential HVAC Technician	x	x		x
Residential HVAC Technician/Mechanical Journeyman	x			
SC: Building & Grounds Maintenance Technician Assistant	x			
SC: Commercial Facilities Maintenance & Landscaping		x		
SC: Landscape Designer & Facilities Maintenance Technician			x	
SC: Lawn, Facilities, & Equipment Technician				x
Sports Medicine Therapy Technician (HS Seniors Only)	x			
Surgical Technologist (Adults Only)		x		
Welding: Combination		x	x	x
Welding: Pipe	x	x	x	x
Welding: Structural	x			

Administrative Assistant, Executive Admin. Assistant

Perform a wide range of responsibilities in a business office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality, and professionalism in all interactions.

Employment Options: Administrative Assistant, Executive Assistant, Office Manager, Receptionist, Secretary, Customer Service Representative

Approx. Local Salary: \$8-16/hr. | \$15,360-\$30,720/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | STL | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Brainbench Certifications, Computer Fundamentals, Microsoft Word, Microsoft Excel, Microsoft Access, Office Procedures, Customer Service, Office Management, Business Concepts, Interpersonal Communications, Quickbooks, MOS, IC, IC3, WorkKeys. *Certifications may vary by campus.* **Student Organizations:** Business Professionals of America (BPA) **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Administrative Assistant (TAH only)

COURSES/HOURS

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Administrative Technologies II	120
Office Administration & Management	120
Career Major Capstone	210
Accounting I	120
Business Management & Supervision	120
Customer Assistance	120
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Executive Admin. Assistant

COURSES/HOURS

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Administrative Technologies II	120
Office Administration & Management	120
Customer Assistance	120
Accounting I	120
Computerized Accounting	120
Career Major Capstone	210
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Auto Collision Repair Technician

(NATEF Compliant)

Assess, estimate, repair, and refinish the body and interior of damaged vehicles. Straighten and replace damaged parts using modern welding, sanding, masking, and painting procedures. Utilize professional techniques of metal and adhesive repair.

Employment Options: Automotive Collision Repair Technician, Non-Structural Analysis Repair Technician, Structural Damage & Analysis Repair Technician, Painting & Refinishing Technician

Approx. Local Salary: \$11-20/hr. | \$21,120-\$38,400/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

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- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
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- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: ASE/NATEF: Structural Analysis & Damage Repair Tech, Non-Structural Analysis & Damage Repair Tech, Painting & Refinishing Tech. NOCTI: Structural Analysis & Damage Repair Tech, Non-Structural Analysis & Damage Repair Tech. ODCTE competencies, ASE Student Certification, WorkKeys. *Subject to change & availability. *Certifications may vary by campus.*

Student Organizations: SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education and The National Automotive Technicians Education Foundation

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

Introduction to Collision Repair Technology	45
Auto Collision Trim & Hardware	30
Auto Collision Non-Structural Metal Straightening/Repair	90
Auto Collision MIG (GMAW) Welding	105
Automotive Body Panel Adjustment & Alignment	45
Refinish Preparation	105
Refinish Application	120
Refinish Color Adjustment	75
Refinish Blending & Painting Defects	45
Auto Collision Plastic Component Repair & Replacement	60
Automotive Glass Replacement	60
Auto Collision Damage Analysis	75
Auto Collision Squeeze-Type Resistant Spot Welding (STRSW)	15
Auto Collision Structural Repair	90
Automotive Detailing	60
Workforce Staging	30
Total hours of instruction	1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Auto Service Technician

(NATEF Compliant)

Diagnose, maintain, and repair a wide range of vehicles. Use advanced diagnostic and repair equipment to troubleshoot complex automotive systems. Work with automotive experts.

Employment Options: Automotive Service Technology, Brakes Technician, Electrical/Electronics Technician, Engine Performance Tech, HVAC Technician, Retail Parts Sales Rep, Suspension & Steering Technician

Approx. Local Salary: \$9-18/hr. | \$17,280-\$34,560/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | SAL | STL | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: ODCTE, NOCTI, ASE Student Certification, WorkKeys.

*Subject to change & availability. *Certifications may vary by campus.* **Student**

Organizations: SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education, and The National Automotive Technicians Education Foundation

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

Fundamentals of Automotive Services (NATEF)	50
Automotive Brakes (NATEF)	100
Automotive Steering & Suspension (NATEF)	100
Automotive Engine Repair (NATEF)	140
Automotive Electrical & Electronics (NATEF)	220
Automotive Engine Performance (NATEF)	170
Automotive Heating & Air Conditioning (NATEF)	80
Automotive Automatic Transmission & Transaxle (NATEF)	80
Automotive Manual Drivetrain & Axles (NATEF)	80
Workforce Staging	30
Total hours of instruction	1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Biomedical Academy

PLTW Biomedical Science & Medicine

Study concepts of human medicine, physiology, genetics, microbiology, and public health. Engage in activities like investigating the death of a fictional person to learn content in the context of real-world cases. Examine the structures and interactions of human body systems and explore the prevention, diagnosis, and treatment of disease. Work collaboratively to understand and design solutions to the most pressing health challenges of today and the future. **Career Focus:** This program prepares students for a career in the medical field.

HS JUNIORS & SENIORS ONLY

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

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All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.

Certifications Available: Passing of the advanced placement exams offers earning potential toward college credit in the areas of: AP Biology, AP Physics, and AP Calculus. **Student Organizations:** HOSA **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

PLTW Principles of Biomedical Sciences	120
Pre AP Calculus or Algebra	120
AP Biology	120
PLTW Human Body Systems	120
PLTW Medical Interventions	120
AP Physics I	120
Pre AP Calculus or AP Calculus AB	120
PLTW Biomedical Innovation	120
Total hours of instruction	960

Estimated time to complete major (Full Time)
Estimated time to complete major (Part Time)

1 year
2 years

Computerized Manufacturing Design

Understand how to read and create detailed drawing and 3D models used by engineers, architects, and designers in all areas of manufacturing and construction. Use critical-thinking to solve design challenges, reverse engineer products, and build 3D representations and simulations of your own inventions. Develop a professional, comprehensive, electronic portfolio containing 2D drawings, 3D models, 3D animations, and complete product development presentations.

Employment Options: Drafter, Drafting Technician, Engineering Technician, Manufacturing Technician

Approx. Local Salary: \$20-30/hr. | \$38,400-\$57,600/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.

Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Nationally recognized Industry Certifications -

SolidWorks, AutoCAD, Revit, Inventor, and WorkKeys. **Student Organizations:**

SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

COURSES/HOURS:

Fundamentals of Computer Aided Drafting & Design	120
Drawing & Document Management	45
Principles of CAD Design	165
Engineering Computer Aided Drafting & Design	150
Manufacturing Computer Aided Drafting & Design	150
Presentation Graphics Animation	210
CAD Mechanical Level 1	60
CAD Mechanical Level 2	60
CAD Mechanical Level 3	60
Workforce Staging	30
Total hours of Instruction	1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Cosmetologist Public (HS Only)

Cosmetologist (Adults Only)

Evaluate, recommend, and create hair designs to exceed client expectations. Use advanced techniques to deliver a wide range of skin care and nail treatments. Experience a full-service interactive salon environment.

Employment Options: Cosmetologist, Barber, Hair Stylist, Nail Technician, Manicurist, Salons, Barber Shop, Entrepreneur

Approx. Local Salary: \$10-12/hr. | \$19,200-\$23,040/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District):

Cosmetologist Public for High School Students: Free
 Cosmetologist for Adults: \$3,000 est. (1500 hrs/\$2 per hr).
 Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: OSBC, WorkKeys. **Student Organizations:** SkillsUSA
Accreditation: Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

HS Adult

COURSES/HOURS	HS	Adult
Introduction to Cosmetology	150	150
Shampoo/Conditioning/Rinses	30	60
Hairstyling	180	390
Haircutting	120	180
Basic Manicure/Pedicure	60	90
Hair Texture Chemical Restructuring	180	240
Hair Coloring	90	120
Basic Facials	30	30
Lash & Brow Tinting & Arching	30	30
Scalp Treatments	30	30
Customer Services/Shop Management	100	180
Total hours of instruction	1000	1500

Estimated time to complete major

2 years

Criminal Justice Practitioner

Receive hands-on training in criminal law, forensics, investigative procedures, and defensive tactics to protect the general public against criminal threats and acts of violence. Use critical thinking to analyze data used to identify and apprehend suspects at local, state, and federal levels. Work with professional law enforcement officials in an exciting high-demand career.

Employment Options: Criminal Justice Officer, Unarmed Security Guard, Correction, Dispatching

Approx. Local Salary: \$13-23/hr. | 24,960-\$44,160/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Professional Rescuer First Aid/CPR/AED Certification, FEMA National Incident Management Systems 100LE, 200, 700,800, Unarmed Security Guard I & II (CLEET), Oklahoma Detention, Officer/Jailer, WorkKeys.

Student Organizations: SkillsUSA Accreditation: Oklahoma Board of Career and Technology Education

COURSES/HOURS:

Intro to Criminal Justice	40
Tactical and Interpersonal Communications	40
Police Function and Fundamentals	120
Criminal Law	40
Law Enforcement Equipment and Weapons	120
Traffic Management & Accident Investigation	45
Criminal Investigation	120
CLEET Phase I	30
CLEET Phase II	30
Criminalistics & Intro to Forensic Science (Forensics I)	120
Criminal Evidence	30
Defensive Tactics for Law Enforcement	75
Criminal Procedure	30
American Court Systems	15
Workforce Staging	30
Interviewing/Interrogation & Report Writing	45
Prison Detention	25
Applied Concepts in Fitness for Law Enforcement	35
Core Healthcare Provider CPR & First Aid	15
Crisis Intervention & the Emotionally Disturbed	15
National Incident Management Systems	30

Total hours of instruction 1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Culinary Hospitality Assistant

Create gourmet foods, cakes, and pastries with artistic presentation. Plan, prepare, and serve meals for upscale events and casual dining. Work with professional chefs.

Employment Options: Culinary Arts Management, Restaurant, Hotels, Cruise Lines, Entertainment

Approx. Local Salary: \$9-11/hr. | \$17,280-\$21,120/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,220 est. (1110 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: ODCTE - Serv-Safe, NRA, ProStart, ACF, WorkKeys. **Subject to change and availability.* **Student Organizations:** Family, Career and Community Leaders of America (FCCLA) **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

Introduction to Culinary Arts	65
Safety, Sanitation & Tools	65
Foundations in Culinary I	65
Foundations in Culinary II	65
Culinary Business & Management Principles	65
Foundations in Baking I	65
Foundations in Baking II	65
Nutrition & Healthy Cooking Techniques	70
Entrepreneurship & Employment Skills	70
Hospitality & Service Techniques	65
Garde Manager for the Culinary Hospitality Assistant	65
Intermediate Culinary Skill Development I	65
Intermediate Culinary Skill Development II	65
Intermediate Baking & Pastry Skill Development	65
International Cuisines	65
FACS Ed Capstone	125
Total hours of instruction	1110

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Electrician's Assistant

Design, stage, and install commercial and residential electrical wiring for power control systems from rough in to finish. Use logical thinking and math to interpret blue prints and layout design. Troubleshoot analog and digital circuits for safe and efficient operation.

Employment Options: Residential Electrician's Assistant, Electrician Apprentice

Approx. Local Salary: \$18-26/hr. | \$34,560-\$49,920/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: NCCER, NOCTI, ODCTE, WorkKeys. **Subject to change and availability* **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education and The National Center for Construction Education and Research.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

General Construction Safety & First Aid	30
Electrical Safety in Construction	15
Electrical Theory in Construction	120
Electrical Schematic & Blueprint Reading in Construction	45
Electrical Power & Hand Tools & Equipment in Construction	30
Direct Current Circuits in Construction	60
Alternating Current Circuits in Construction	90
National Electrical Code in Construction	120
Residential Wiring Methods	240
Workforce Staging	30
Motor Theory & Operation in Construction	30
Motor Control Wiring in Construction	30
Programmable Logic Controllers in Construction	90
Commercial Wiring Methods	120
Total hours of instruction	1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Finish Carpenter

Perform tasks such as installing crown molding, baseboards, windows, stairs and other features of a building that requires aesthetic appeal. Understand and use a wide range of construction woods, adhesives, and fasteners. Operate a variety of professional-grade power tools.

Employment Options: Finish Carpenter, Construction Trainee, Carpentry Apprentice

Approx. Local Salary: \$13-20/hr. | \$24,960-\$28,800/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: SAL

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$1,230 est. (615 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Association of General (AGC) certified/AGC curriculum. Entry level in all phases of construction to work toward their journeyman's licenses. Construction knowledge and customer relations skills to work in retail businesses. Post Secondary Construction Management or construction background to enter into engineering, etc. NCCER, WorkKeys.

Student Organizations: SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education, and The National Center for Construction Education and Research.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS:

Architecture & Construction Core	90
Fundamentals of Cabinet Making	30
Intro to Interior Doors & Trim	105
Intro to Millwork & Ornamental Moldings	60
Cabinet Design/Planning & Estimating Techniques	60
Basic Cabinet Construction Techniques	150
Counter Tops & Laminates Construction	30
Intro to Cabinet Installation	15
Workforce Connection	75
Total hours of instruction	615

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Graphic Designer

Design, produce, and deliver unique interactive visual communications. Create dynamic graphics for prints and electronic publishing. Use the same printing equipment, computer hardware, and design software as professional printers and graphic artists.

Employment Options: Graphic Artist, Graphic Designer, Visual Arts Production Artist

Approx. Local Salary: \$13-20/hr. | \$24,960-\$38,400/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: ADOBE, NOCTI, ODCTE, WorkKeys. *Subject to change & availability. **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

COURSES/HOURS:

Safety I	15
Copyright Law	15
Design & Color Principles I	60
Digital File Output	45
Page Layout I	60
Illustrator I	120
Photoshop I	120
Digital File Prep	60
Introduction to Graphic Communications	120
Typography	45
Graphic Design Mathematics	15
Screen Printing	30
Vinyl Signage	30
Professional & Personal Development	15
Digital Page Layout	180
Fundamentals of Technology	120

Total hours of instruction 1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Health Careers Certification (HCC)

Explore a variety of medical professions using a college science curriculum. Work with healthcare professionals in a clinical environment. Perform routine healthcare and diagnostic procedures.

Employment Options: Nursing Homes, Hospitals, Home Health, Physician Clinic, Private Care, Schools, Business & Industry

Approx. Local Salary: \$9-12/hr. | \$17,280-\$23,040/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | SAL | STL | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students. Additional costs may include books, supplies, and miscellaneous fees.

Certifications Available: National Health Science Foundation Skills Standard Long-Term Care/Home Health Care Assistant, CNA. *Certifications may vary by campus.*

Student Organizations: Health Occupations Students of America (HOSA)

Accreditation: Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

LONG-TERM CARE/ HOME HEALTH CARE ASSISTANT

HS ONLY

HCC Core Curriculum (ICTC)	225
Core Medical Terminology	45
Anatomy & Physiology	120
Core Health Care Provider CPR & First Aid	15
Long Term Care Aide	91
Home Health Care Nursing Assistant	16
Capstone I	13
Total hours of instruction	525

Estimated time to complete major (Full Time) 1 year

DIAGNOSTIC AID & NURSE ASSISTANT

ADULTS ONLY | STL ONLY

HCC Core Curriculum (ICTC)	225
Core Medical Terminology	45
Anatomy & Physiology	120
Core Health Care Provider CPR & First Aid	15
Long Term Care Aide	91
Home Health Care Nursing Assistant	16
Clerical Skills & Duties	15
Safety, Legal Issues & Quality Control	15
Phlebotomy Specimen Collection & Processing	45
Phlebotomy Practicum	120
EKG Management	15
Analyze EKG Tracing	15
EKG Practicum	90
Capstone I	13
Capstone for Diagnostic Aid & Nurse Assistant	210
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year

Estimated time to complete major (Part Time) 2 years

Heavy Equipment Operator

Operate heavy equipment in a variety of construction environments. Troubleshoot, repair, and maintain construction equipment. Use critical thinking and math skills to interpret blueprints for effective surveying and excavation.

Employment Options: Heavy Equipment Operator, Backhoe Operator, Dozer Operator, Truck Driver

Approx. Local Salary: \$13-20/hr. | \$24,960-\$38,400/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

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All Applicants

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- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$3,675 est. (1050 hrs/\$3.50 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: NCCER, Forklift, WorkKeys. **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

COURSES/HOURS:

Construction Core	120
Introduction to Heavy Equipment	45
Grades	45
Heavy Equipment Safety	30
Basic Equipment Operational Techniques	75
Introduction to Earth Moving Equipment	30
Dump Truck	75
Tractor/Backhoe Operations	100
Dozers	100
Excavators	150
Finishing & Grading Methods	85
Soils	45
Workforce Staging	30
Planning & Scheduling	48
Skid Steer Operations	45
Construction Forklift	27

Total hours of instruction 1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Information Technology (IT)

Enterprise Network Associate Network Management & Support Cisco Network Associate Home Technology Integrator

Employment Options: Network Systems Administrator, Computer Support Specialist, PC Support Technician, Enterprise Network Associate, Network Support Specialist, Network Installation Technician

Approx. Local Salary: \$18-28/hr. | \$34,560-\$53,760/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | TAH

Build, upgrade, diagnose, and repair computers. Work with information technology (IT) specialists to design, install, and troubleshoot complex computer and network systems. Use professional help-desk strategies to meet a wide range of client needs while using network routing, switching, and advanced technologies.

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: CompTIA A+, Network +, DHTI+, LINUX+, NOCTI, ODCTE, CISCO: CCENT & CCNA, ETA: DCI, CST, NCT, NST, & WorkKeys.

Certifications may vary by campus and Career Major. **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

CORE COURSES

Fundamentals of Technology	120
Computer Repair and Troubleshooting I	120
Computer Repair and Troubleshooting II	120

+ ENTERPRISE NETWORK ASSOCIATE

Network and Routing Fundamentals	225
Routing, Switching and WAN Technologies	225
Career Major Capstone	240
Total hours of instruction	1050

or + NETWORK MANAGEMENT & SUPPORT

Network and Routing Fundamentals	150
Network/Client Operating Systems	120
Installing & Maintaining Desktop Applications	120
Career Major Capstone	180
Fundamentals of Unix/Linux	120
Total hours of instruction	1050

or + CISCO NETWORK ASSOCIATE

Network and Routing Fundamentals	150
Routing, Switching, & WAN Technologies	150
Career Major Capstone	120
Network Security Awareness	120
Telcom & Network Cabling	150
Total hours of instruction	1050

or + HOME TECHNOLOGY INTEGRATOR

Network and Routing Fundamentals	150
Audio-Visual Systems	120
Residential & Commercial Wiring Systems	60
Auxiliary Home Technology Systems	120
Career Major Capstone	120
Telcom & Network Cabling	120
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Intro to Construction Trades

(with HVAC or Masonry)

Explore all of the construction areas with major emphasis in Electricity, Plumbing, Carpentry & HVAC or Masonry. Work with highly skilled construction tradesmen to prepare for a career in today's construction technologies. Interpret & troubleshoot blueprints & building specifications for construction projects.

Employment Options: Construction Trainee, Carpentry Apprentice, Electrical Apprentice, Plumbing Apprentice, HVAC Apprentice or Masonry Apprentice

Approx. Local Salary: \$13-20/hr. | \$24,960-\$28,800/yr.

HS JUNIORS & SENIORS | ADULTS

HVAC LOCATION: STL | MASONRY LOCATION: SAL

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Association of General (AGC) certified/AGC curriculum. Entry level in all phases of construction to work toward their journeyman's licenses. Construction knowledge and customer relations skills to work in retail businesses. Post Secondary Construction Management or construction background to enter into engineering, etc. NCCER, WorkKeys.

Student Organizations: SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education, and The National Center for Construction Education and Research.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

CONSTRUCTION COURSES/HOURS:

Construction Core	120
Site Layout One - Distance Measurement & Leveling	30
Floor Systems	30
Wall & Ceiling Framing	60
Roofing Applications	60
Introduction to Plumbing	30
Plumbing Measurements & Drawings	30
Plumbing Tools	15
Plastic Pipe & Fittings	15
Cast Iron Pipe & Fittings	15
Fixtures & Faucets	15
Water Distribution, Drain, Waste, & Vent Systems	60
Water Supply Piping	45
Piping & Piping Practices	45
Residential Wiring Methods	240
Working in the Green Environment	15
Copper Pipe & Fitting	15

+ HVAC COURSES/HOURS: (STL)

Introduction to HVACR: Safety, Tools, & Equipment	30
Electricity for HVAC/R	60
HVAC/R System Installation & Start-Up (Residential)	120
Total hours of instruction	1050

OR + MASONRY COURSES/HOURS: (SAL)

Intro to Masonry	45
Masonry Tools & Equipment	30
Commercial Masonry	90
Masonry Fundamentals	45
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Legal Office Assistant

Perform a wide range of responsibilities in a legal office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality, and professionalism in all interactions.

Employment Options: Legal Secretary, Legal Receptionist, Legal Data Entry Clerk, Legal Administrative Assistant

Approx. Local Salary: \$13-18/hr. | \$24,960-\$34,560/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free.
Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Brainbench Certifications, Computer Fundamentals, Microsoft Office, Microsoft Word, Microsoft Word (Advanced), Microsoft Excel, Microsoft Excel (Advanced), Microsoft Access, Microsoft PowerPoint, Office Procedures, Business Concepts, Legal Secretarial Skills, Interpersonal Communications, Customer Assistance, Written English & Spelling, MOS, IC³, WorkKeys. **Student Organizations:** Business Professionals of America (BPA)
Accreditation: Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Fundamentals of Technology	120
Foundations for the Legal Office	180
Legal Office Procedures	180
Advanced Computer Apps for the Law Office	180
Advanced Legal Communications	180
Legal Specialties	180
Career Major Capstone	30
Total hours of instruction	1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Manufacturing Technician

Use advanced computer technology to manufacture unique products for a wide range of production needs. Operate a variety of advanced precision machines. Work on-site in fast-paced, high-performance manufacturing environments.

Employment Options: Manufacturing Technician, CNC Technician, CNC Machinist, CNC Machinist Assistant, Manual Machinist

Approx. Local Salary: \$17-30/hr. | \$32,640-\$57,600/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: NOCTI, NIMS, ODCTE, WorkKeys. **Subject to change and availability.* **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSE HOURS

Orientation to Machining	30
Print Reading for Machining	90
Fundamentals of Manufacturing	60
Machine Tool Theory	45
Metal Preparation for Processing	60
Precision Measurement	75
Precision Grinding	75
Engine Lathe Operations	105
Drill Press Operations	75
Milling Operations	75
Computer Numerical Control Operations	75
Basic CNC Mill Operations	75
CNC Mill Programming	60
Basic CNC Lathe Operations	60
CNC Lathe Programming	60
Workforce Staging	30

Total hours of instruction 1050

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Medical Office Assistant, Medical Insurance Coder

Perform a wide range of responsibilities in a medical office environment. Use advanced software applications and effective business techniques to complete innovative project simulations. Integrate ethical standards, confidentiality, and professionalism in all interactions.

Employment Options: Medical Office Assistant, Medical Records Clerk, Administrative Medical Assistant, or Medical Insurance Coder, Medical Coder, Medical Biller, Hospitals, Doctor’s Offices, Clinics, Nursing Homes

Approx. Local Salary: \$9-19/hr. \$17,280-\$36,480/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | STL | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Brainbench Certifications, Computer Fundamentals, Microsoft Office, Office Procedures, Microsoft Word, Microsoft Excel, Medical Terminology, Medical Office Skills, Medical Billing, HIPAA Privacy, Health Insurance, MOS, IC³, WorkKeys. *Certifications may vary by campus.* **Student Organizations:** Business Professionals of America (BPA) **Accreditation:** Oklahoma Board of Career and Technology Education

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

MEDICAL OFFICE ASSISTANT - MSK, STL, TAH

Fundamentals of Technology	120
Fundamentals of Administrative Technologies	120
Foundations of Medical Office/Medical Terminology	180
Patient Billing	180
Medical Insurance	180
Career Major Capstone	270
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

MEDICAL INSURANCE CODER - MSK, STL

Fundamentals of Technology	120
Fundamentals of Administrative Technology	120
Foundations of Medical Office/Medical Terminology	180
ICD-CPT Coding	180
Patient Billing	180
Medical Insurance	180
Career Major Capstone	90
Total hours of instruction	1050
Total hours of instruction	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Nursing Transition

Begin the rigorous practical nursing curriculum part-time as a high school senior and transition into a full-time adult student following high school graduation. Once the PN curriculum is completed, graduates are ready to take the NCLEX-PN in December following high school graduation. Open to high school seniors who have completed one year of HCC during their junior year.

Employment Options: (upon completing PN Career Major) Hospitals, Nursing Homes, Home Health, Physician Clinic, Schools, Business & Industry

Approx. Local Salary: \$16-21/hr. | \$30,720-\$40,320/yr.

HS SENIORS ONLY | PREREQUISITE: 1 YEAR HCC COMPLETED

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

Applicants

- Must have successfully completed Health Careers Certification (HCC) at ICTC their junior year
- Must complete a Practical Nursing Application for Admission.
- Must meet all requirements set forth in the PN application:
 - Acceptable score on pre-entrance exam
 - Background/sex offender check
 - Drug screen (as required)
 - Demonstrate physical and mental suitability as evident by history and physical exam or ACT
 - Provide evidence of HS diploma prior to transfer into the PN career major
- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.
- Will be interviewed by ICTC personnel prior to admission.

SCHEDULE: Classes are mornings Monday through Friday from August to May.

TUITION (In-District): High School Students: Free.

Additional costs may include books, supplies, and miscellaneous fees. Tuition and other cost will be required for the remainder of Practical Nursing career major following high school graduation. Financial aid and scholarships available for qualifying students upon transition to the PN career major.

COURSES/HOURS

Advanced Anatomy & Physiology	120
Capstone III - Nursing Transition	59
Clinical Nursing I	80
Introduction to Nursing	40
Fundamentals of Nursing	160
Pharmacology & IV Therapy Skills	66
Total hours of instruction	525

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

Certifications Available: Successful completion of this career major leads to admission into the practical nursing career major which offers eligibility for licensure as a Practical Nurse upon completion **Student Organizations:** Health Occupations Students of America (HOSA) **Accreditation:** Oklahoma Board of Career and Technology Education

Articulation Agreement: ICTC Practical Nursing graduates who qualify and meet criteria set forth by Connors State College may be eligible to articulate into the Associate Degree Nursing Program at Connors State College.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Occupational Therapy Assistant

Put the “fun” in “function” while changing lives from newborns to elderly. Work with professional occupational therapists to deliver occupation-based interventions to assist others with autism, developmental disabilities, traumatic injuries, stroke, dementia, chronic illness, or mental health conditions. Utilize rigorous curriculum with relevant fieldwork instruction in a variety of settings.

Employment Options: Hospitals, In-Patient/Out-Patient Rehab, Long Term Care and Skilled Nursing Facilities, Home Health, School Systems, and Community Practice

Approx. Local Salary: \$35,000-\$65,000/annually

ADULTS ONLY

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS: Applications are available at Connors State College, all ICTC campuses and online at www.ictctech.com.

- Adult students only
- Admission to Connors State College
- Completed OTA program application
- High school diploma or GED
- Minimum college GPA 2.5 (cumulative)
- Completion of college credit hours in the following:

BIOL 1114	General Biology	"C" or higher - 4 credit hrs
BIOL 2104	Human Anatomy	"C" or higher - 4 credit hrs
BIOL 2114	Human Physiology	"C" or higher - 4 credit hrs
ENG 1113	English Comp I	"C" or higher - 3 credit hrs
ENG 1213	English Comp II	"C" or higher - 3 credit hrs
PSYC 1113	General Psychology	"C" or higher - 3 credit hrs
PSYC 2313	Dev. Psychology	"C" or higher - 3 credit hrs
NURS 1003	Medical Term	"C" or higher - 3 credit hrs
MATH 1513	College Algebra	"C" or higher - 3 credit hrs

Additional courses:

*POLS 1113	American Fed. Gov	3 credit hrs
*HIST 1483 or HIST 1493	US History	3 credit hrs

**Completion of all courses will be required for degree and must be completed prior to completion of technical course work*
- Documentation of a minimum of 24 hrs observation experience with an OT or OTA
- Interview
- Background/sex offender check
- Drug screen (as required)
- Demonstrate physical and mental sustainability as evident by a health history and physical exam.

ADVANCED STANDING: Applicants meeting criteria may be eligible to obtain credit for previous coursework in Occupational Therapy Assistant.

SCHEDULE: Monday-Friday, 8AM-3PM. Fieldwork hours may vary by clinical site/ placement

TUITION (In-District): \$6,700 est. Cost includes tuition, books, fees, and supplies. Additional transcripting and enrollment fees as applicable required by Connors State College. Students should also prepare for additional cost of uniforms, testing, and licensing. *All costs are estimated and subject to change. Financial aid and scholarships available for qualifying students.

Certifications Available: Certified Occupational Therapy Assistant (COTA).

Student Organizations: Health Occupations Students of America (HOSA), Oklahoma Occupational Therapy Association (OKOTA), American Occupational Therapy Association (AOTA). **Accreditation:** Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of exam, a graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

COLLEGE CREDIT: Through an agreement between ICTC and Connors State College, Occupational Therapy Assistant students who have completed the degree plan from CSC, and successfully completed the OTA technical courses at ICTC, may be granted an Associate of Applied Science degree by CSC, as well as a certificate from ICTC.

ICTC COURSES/HOURS

Introduction to Occupational Therapy w/lab	64
Disease Pathology	32
Fieldwork 1A	96
Kinesiology for Occupational Therapy Assistant w/lab	64
Therapeutic Activities w/lab	48
Physical Dysfunction/Treatment Techniques w/lab	64
Psychosocial Dysfunction/ Treatment Techniques	64
Fieldwork 1B	80
Pediatric Care In Occupational Therapy w/lab	78
Therapeutic Media	32
Health Care Systems & Occupational Therapy Management	70
Elder Care	78
Fieldwork II-A *	320
Fieldwork II-B*	320
Total clock hours of instruction	1410

**Fieldwork II must be completed within 6 months following completion of OTA coursework.*

Estimated time to complete technical coursework at ICTC 1 year

CONNORS STATE COLLEGE: Associate in Applied Science (AAS) Occupational Therapy Assistant granted by Connors State College through agreement with CSC and ICTC.

TOTAL MINIMUM DEGREE HOURS	67 hrs	
General Education Requirements	30 hrs	
<i>(*Check catalog course listings section for prerequisites)</i>		
BIOL 1114	General Biology	4 hours
BIOL 2104	Human Anatomy	4 hours
BIOL 2114	Human Physiology	4 hours
ENGL 1113	English Comp I	3 hours
ENGL 1213	English Comp II	3 hours
HIST 1483		
or 1493	U.S. History	3 hours
POLS 1113	American Federal Government	3 hours
PSYC 1113	General Psychology	3 hours
MATH 1513	College Algebra	3 hours

Technical Occupational Support Courses	6 hours	
NURS 1003	Medical Terminology	3 hours
PSYC 2313	Developmental Psychology	3 hours

Technical Occupational Specialty Courses (ICTC)	19 hours	
OTAT 1012	Intro to Occupational Therapy w/lab	2 hours
OTAT 2211	Disease Pathology	1 hour
OTAT 2021	Fieldwork IA	1 hour
OTAT 1022	Kinesiology for OTA w/lab	2 hours
OTAT 2112	Physical Dysfunction/Treatment Techniques w/lab	2 hours
OTAT 2101	Therapeutic Activities w/lab	1 hour
OTAT 2002	Health Care Systems & Occupational Therapy Management	2 hours
OTAT 2121	Fieldwork IB	1 hour
OTAT 2132	Pediatric Care in Occupational Therapy w/lab	2 hours
OTAT 1101	Therapeutic Media	1 hour
OTAT 2152	Psychosocial Dysfunction/Treatment Techniques	2 hours
OTAT 2142	Elder Care in Occupational Therapy	2 hours

Technical Occupational Related Courses	12 hours	
OTAT 2206	Fieldwork IIA	6 hours
OTAT 2216	Fieldwork IIB	6 hours

Fieldwork II must be completed within 6 months following completion of OTA course work.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Physical Therapist Assistant

Help individuals of all ages regain physical function and improve mobility under the direction and supervision of a licensed physical therapist. Utilize contemporary curriculum in an engaging clinical environment. Gain the skills needed to work in a rewarding and satisfying career helping others reach maximum potential & independence.

Employment Options: Hospitals, private practice, outpatient clinics, in-patient rehab facilities, home health, schools, nursing homes, sports facilities, industrial / occupational environments

Approx. Local Salary Potential: \$41,000-\$51,000 annually

ADULTS ONLY

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS: Applications are available at Connors State College, all ICTC campuses and online at www.ictctech.com.

- Post-Secondary students only
- Admission to Connors State College. Apply at: <http://connorsstate.edu/recruit/>
- Completed PTA program application.
- Minimum college GPA 2.5 (cumulative)
- Completion of college credit hours in the following:

ENG 1113	English Comp I	"C" or higher	3 credit hrs
ENG 1213	English Comp II	"C" or higher	3 credit hrs
HIST 1483 or	HIST 1493 US History	"C" or higher	3 credit hrs
POLS 1113	American Fed. Govt.	"C" or higher	3 credit hrs
PSYC 1113	General Psychology	"C" or higher	3 credit hrs
Math 1513	College Algebra OR		
MATH 1473	Applied Mathematics	"C" or higher	3 credit hrs
SPCH 1113	Intro to Oral Communications or		
COMS 1133	Fundamental Computer Usage	"C" or higher	3 credit hrs
BIOL 1114	General Biology	"C" or higher	4 credit hrs
BIOL 2104	Human Anatomy	"C" or higher	4 credit hrs
BIOL 2114	Human Physiology	"C" or higher	4 credit hrs
NURS 1003	Medical Term	"C" or higher	3 credit hrs
- Documentation of a minimum of 16 hours observation experience with a PT or PTA
- Interview
- Background/sex offender check
- Drug screen (as required)
- Demonstrate physical and mental sustainability as evident by a health history and physical exam

ADVANCED STANDING: Applicants meeting criteria may be eligible to obtain credit for previous coursework in Physical Therapy Assistant.

SCHEDULE: Monday-Friday, 8AM-3PM. Clinical hours may vary by clinical site/ placement.

TUITION (In-District): \$6,000 est. Additional transcribing and enrollment fees as applicable required by Connors State College. *All costs are estimated and subject to change. Financial aid and scholarships available for qualifying students.

Certifications Available: Physical Therapist Assistant (PTA).

Student Organizations: Health Occupations Students of America (HOSA), Oklahoma Physical Therapy Association (OPTA), American Physical Therapy Association (APTA).

Accreditation: Effective July 21, 2017, Connors State College – Indian Capital Technology Center Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a preaccreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

COLLEGE CREDIT: Through an agreement between ICTC and Connors State College, Physical Therapy Assistant students who have completed the degree plan from CSC, and successfully completed the PTA technical courses at ICTC, may be granted an Associate of Applied Science degree by CSC, as well as a certificate from ICTC. *See Disclaimer to Applicants (at right).

ICTC COURSES/HOURS

Introduction to Physical Therapy	30
Kinesiology for Physical Therapist Assistants w/lab	60
Pathophysiology for Physical Therapists Assistants	60
Basic Patient Care Skills w/lab	90
Therapeutic Exercise I w/lab	90
Physical Agents w/lab	90
Clinical Procedures w/lab	72
Therapeutic Exercise II w/lab	90
Clinical Practice I	120
Orthopedic Management for PTAs	30
Neurology and Rehabilitation for PTAs w/lab	90
Clinical Practice II	200
Professional Issues	30
Clinical Practice III	240
Total clock hours of instruction	1292

Estimated time to complete technical coursework at ICTC 1 year

CONNORS STATE COLLEGE: Associate in Applied Science (AAS) Physical Therapy Assistant granted by Connors State College through agreement with CSC and ICTC.

TOTAL MINIMUM DEGREE HOURS 70 hours
General Education Requirements 21 hours

*Check catalog course listings section for prerequisites

ENGL 1113	English Comp I	3 hours
ENGL 1213	English Comp II	3 hours
HIST 1483 or	U.S. History 1493	3 hours
POLS 1113	American Federal Government	3 hours
PSYC 1113	General Psychology	3 hours
MATH 1513	College Algebra OR	
MATH 1473	Applied Mathematics for College Algebra	3 hours
SPCH 1113	Intro to Oral Communications OR	
COMS 1113	Fundamental Computer Usage	3 hours

Technical Occupational Support Courses 15 hours

BIOL 1114	General Biology	4 hours
BIOL 2104	Human Anatomy	4 hours
BIOL 2114	Human Physiology	4 hours
NURS 1003	Medical Terminology	3 hours

Technical Occupational Specialty Courses (ICTC) 34 hours

PTAT 1011	Intro to Physical Therapy	1 hour
PTAT 1012	Kinesiology for PTA w/lab	2 hours
PTAT 1122	Pathophysiology for PTA	2 hours
PTAT 1203	Basic Patient Care Skills w/lab	3 hours
PTAT 1033	Therapeutic Exercise I w/lab	3 hours
PTAT 1023	Physical Agents w/ lab	3 hours
PTAT 1232	Clinical Procedures w/ lab	2 hours
PTAT 2033	Therapeutic Exercise II w/ lab	3 hours
PTAT 1212	Clinical Practice I	2 hours
PTAT 2011	Orthopedic Management for PTA	1 hour
PTAT 2043	Neurology and Rehabilitation for PTA w/lab	3 hours
PTAT 2124	Clinical Practice II	4 hours
PTAT 2121	Professional Issues	1 hour
PTAT 2134	Clinical Practice III	4 hours

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Practical Nursing

Work with physicians and nurses in a clinical environment. Utilize effective communication and critical thinking skills to provide quality patient care. Experience a rigorous curriculum with relevant clinical instruction in a variety of settings.

Employment Options: Nursing Homes, Hospitals, Home Health, Physician Clinics, Private Care, Schools, Business & Industry

Approx. Local Salary: \$14-21/hr. | \$28,880-\$40,320/yr.

ADULTS ONLY

LOCATION: MSK | SAL | STL | TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

- Adult students only
- Completed program application
- High School Diploma or GED
- Acceptable score on pre-entrance exam or ACT
- Interview
- Background/sex offender check
- Drug screen (as required)
- Demonstrate physical and mental sustainability as evident by a health history and physical exam

SCHEDULE: Classes are Monday through Friday, 8 AM - 3 PM. Clinical hours may vary.

TUITION (In-District): \$6,200 est. Cost includes all books, supplies, and fees. All costs are estimated and subject to change. Financial aid and scholarships available for qualifying students.

Certifications Available: CNA, CMA & LPN **Student Organizations:** Health Occupations Students of America (HOSA) **Accreditation:** Accrediting Commission for Education in Nursing (ACEN), Oklahoma Board of Nursing. For information regarding length of program, tuition, and fees, you may also contact: Accrediting Commission for Education in Nursing, 3343 Peachtree Road, NE, Suite 500, Atlanta GA, 30326, Phone: 404-975-5000, Fax: 404-975-5020, Website: www.acenursing.org

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Core Medical Terminology	45
Anatomy & Physiology	120
Long Term Care Aide	75
Introduction into Nursing	40
Fundamentals of Nursing	160
Pharmacology and Intravenous Therapy Skills	66
Clinical Nursing I	80
Medical Surgical Nursing I	78
Maternal Newborn Nursing	45
Pediatric Nursing	45
Medical Surgical Nursing II	78
Clinical Nursing II	224
Mental Health	40
Clinical Nursing III	232
Transition to Practice	15
Clinical Nursing IV	120

Total hours of instruction 1463

Estimated time to complete major (Full Time) 11 months

Estimated time to complete major (Part Time)

Stilwell only 16 months

ADVANCE STANDING: Applicants meeting criteria may be eligible to obtain credit for previous coursework in nursing, anatomy and physiology, medical terminology, and CNA certification.

ARTICULATION: ICTC Practical Nursing graduates who qualify and meet criteria set forth by Connors State College may be eligible to articulate into the Associate Degree Nursing Program at Connors State College.

Radiologic Technologist

Use advanced radiographic imaging and techniques to look inside the human body. Utilize critical thinking to provide quality patient care and radiation protection. Experience challenging coursework with relevant clinical instruction in a variety of diagnostic settings.

Employment Options: Hospitals, Clinics, Mobile Units, Imaging Centers, Physicians' Offices

Approx. Local Salary: \$19-23/hr.

ADULTS ONLY

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

- Adult students only (18 years of age by the first day of class)
- High school diploma or GED
- Completed program application
- Minimum college GPA 2.5 (cumulative)
- Completion of college-level math (no zero level courses) with "C" or higher
- Evidence of minimum of Associate degree, or official degree plan documenting 18 credit hours or less required for degree completion, and ability to complete degree by the end of Fall semester preceding completion of technical courses
- Interview
- Background/sex offender check
- Drug screen (as required)
- Demonstrate physical and mental sustainability as evident by a health history and physical exam

SCHEDULE: Classes are Monday through Friday, 8 AM - 3 PM. Clinical hours may vary.

TUITION (In-District): \$9,200 for 2 year program. Cost includes all books, supplies, and fees. All costs are estimated and subject to change. Financial aid and scholarships available for qualifying students.

Certifications Available: Certified Radiologic Technologist **Student Organizations:** Health Occupations Students of America (HOSA), The American Society of Radiologic Technologists (ASRT), Oklahoma Society of Radiologic Technologists (OSRT) **Accreditation:** Joint Review Committee on Education in Radiologic Technology (JRCERT), The Oklahoma Department of Career and Technology Education. For information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC or JRCERT: Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone: (312) 704-5300 Fax: (312) 704-5304, Website: www.jrcert.org Email: mail@jrcert.org

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Year One

Introduction to Radiologic Technology	50
Human Structure and Function for Radiography	96
Radiographic Positioning with Lab	210
Film-Screen Image Acquisition and Processing	90
Patient Care for Radiographers	52
Radiation Pathology	39
Radiographic Clinical Orientation	90
Core Medical Terminology	46
Image Critique I	52
Radiographic Clinical Application I	718

Year Two

Radiographic Clinical Application II	530
Image Critique II	52
Advanced Imaging	155
Radiation Protection and Biology	93
Radiation Physics	94
Career Preparation for Radiography	52
Comprehensive Program Review for Radiography	218
Digital Image Acquisition and Display	94

Total hours of instruction 2731

Estimated time to complete major 2 years

ADVANCE STANDING: Applicants meeting criteria may be eligible to obtain credit for previous coursework in anatomy and physiology and medical terminology.

COLLEGE CREDIT: A minimum of an Associate degree is required to sit for certification upon completion of the program. Students who have met degree requirements and have completed the two year Radiological Technology program will be eligible to apply to take the American Registry of Radiographic Technologists certification exam which allows employability as Certified Radiologic Technologists.

Residential/Commercial Carpentry

Build an upscale residential home from the ground up. Interpret blue prints and building specifications for construction projects. Operate a variety of professional grade power tools.

Employment Options: Wood/Metal Framing, Exterior/Interior Finish, Trim Construction, Concrete Finisher, Construction Materials Sales Rep., Roofer, Gen. Maint Roofer, Sheetrock Hanger/Finisher, Constr. Tools Sales Rep.

Approx. Local Salary: \$13-15/hr. | \$24,960-\$28,800/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: NCCER, WorkKeys. **Student Organizations:** SkillsUSA
Accreditation: Oklahoma Board of Career and Technology Education, and The National Center for Construction Education and Research.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Construction Core	120
Introduction to Carpentry	30
Building Materials, Fasteners, & Adhesives	15
Hand & Power Tools	15
Plan Reading & Elevations	30
Floor Systems	30
Wall & Ceiling Framing	60
Roof Framing	30
Stairs	15
Introduction to Windows & Exterior Doors	15
Concrete & Reinforcing Materials	15
Roofing Applications	60
Thermal & Moisture Protection	15
Exterior Finishing	45
Workforce Staging	30
Residential Exterior Trim & Roof	60
Metal Stud Framing	45
Installation of Interior Doors	15
Windows, Doors, Floors & Ceiling Trim	30
Cabinet Installation	30
Drywall Installation	45
Drywall Finishing	45
Suspended Ceilings	30
Basic Finishing Techniques	15
Residential Plans & Drawing Interpretation	15
Site Layout One - Distance Measurement & Leveling	30
Light Equipment in Construction	15
Metal Building Concepts	15
Becoming a Crew Leader	15
Workforce Connection	120
Total hours of instruction	1050

Estimated time to complete major (Full Time)
Estimated time to complete major (Part Time)

1 year
2 years

Residential HVAC Technician, Residential HVAC Technician/Mechanical Journeyman

Design, fabricate, and install many types of HVAC and refrigeration components. Troubleshoot and repair advanced residential and commercial systems. Use logical thinking to interpret blueprints, electrical schematics, operational sequence charts, and refrigerant charging charts.

Employment Options: Residential HVAC Installer, Commercial HVAC Installer, HVAC Service Technician, Commercial Refrigeration, Service Technician

Approx. Local Salary: \$15-23/hr. | \$28,800-\$44,160/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | SAL | TAH (JOURNEYMAN: MSK ONLY)

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION:

RES HVAC TECH (In-District): High School Students: Free.

Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

JOURNEYMAN (In-District): Adult Students: \$4,620 est. (2310 hrs/\$2 per hr).

Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: HVACR Journeyman's License (w/1 additional yr experience), PAHRA, WorkKeys. *Certifications may vary by campus.* **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education, and The Partnership for Air-Conditioning, Heating, Refrigeration Accreditation.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Intro to HVAC/R Safety, Tools & Equipment	30
Principles of Thermodynamics & Heat Transfer	60
Piping & Piping Practices	45
Electricity for HVAC/R	60
HVAC/R Controls	45
HVAC/R Solid State Electronics	30
Load Calculations	15
Refrigerant System Components	90
Air Conditioning Systems	120
Refrigerants & Lubricants	15
Refrigerant Recovery	15
Refrigerant Retrofits	15
Heat Pumps	30
Heating Systems	120
Air Handling	45
HVAC/R System Installation & Startup (Residential)	120
HVAC/R System Servicing & Troubleshooting Residential	90
Indoor Air Quality	15
HVAC/R Preventive Maintenance	15
HVAC/R Codes, Regulations, & Standards	30
Professional Service	15
Workforce Staging	30
Total hours of instruction	1050

+ MECHANICAL JOURNEYMAN (ADULTS ONLY)

HVAC/R Codes, Regulations, & Standards	+120 <i>150 total</i>
Workforce Connection	120
Workforce Induction	1020
Total hours of instruction	2310

Estimated time to complete major (Full Time)

1 year

Estimated time to complete major (Part Time)

2 years

Service Career Innovations

- MSK: Building & Grounds Maintenance Technician Assistant**
- SAL: Commercial Facilities Maintenance & Landscaping**
- STL: Landscape Designer & Facilities Maintenance Technician**
- TAH: Lawn, Facilities, & Equipment Technician**

Employment Options: Landscaper, Landscaper’s Assist., Floor Care Tech., Auto Detailing Assist., Sports Turf & Lawn Maintenance, Groundskeeper, Water Feature Technician, Irrigation Tech., Horticulture Tech., Greenhouses, Commercial Maintenance, Equipment Maintenance, Custodian, Commercial Housekeeper, Residential Housekeeper, Housekeeping Assist. *(Options vary by career major)*

Approx. Local Salary: \$9-13/hr. | \$17,280-\$24,960/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATION: MSK | SAL | STL | TAH

Develop general skills in facilities maintenance. Areas of study may include: an introduction to horticulture, greenhouse practices, landscape design and maintenance, forklift operation, commercial cleaning, auto detailing, as well as lawn equipment maintenance and repair. Gain an extensive knowledge of safe practices for handling a variety of professional-grade equipment and custodial chemicals. *(Areas of study vary by campus.)*

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Forklift, Florist Assistant, Nursery Technician, Intro to Horticulture, WorkKeys. **Certifications may vary by campus.* **Student Organizations:** SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education

COURSES/HOURS	MSK	SAL	STL	TAH
Automotive Services Detailing for Delivery		30		
Custodial Services	75	75		
Custodial Services II	150			
Custodial Safety Practices	30		30	15
Equipment Preventative Maintenance		120	30	120
Fertilizers & Soils		30		
Floor Care Equipment	30		30	30
Floral Industry	30			
Forklift Operator	15	60		60
Forklift Operation in Rough Terrain	90			
Forklift Safety	30	30	30	75
Forklift Safety for Horticulture Technicians			75	
Greenhouse Management		30		60
Intro to Welding in Construction		20		
Introduction to Cleaning Chemicals	15	15	15	15
Introduction to Rest Room Maintenance	15	15	15	15
Landscape Design Attributes of Plantings			60	
Landscape Design Considerations	60	60	60	
Landscape Design: Principles of Design			201	
Landscaping Design Process			90	
Landscape Grounds Keeping	120	120		120
Landscape Tool Operation	120	120	120	120
Landscaping Turf Management	120	100	120	
Orientation & Safety				30
Preventive Maintenance for Horticulture Equipment	60			
Professional Services				30
Principles of Horticulture				60
Propagation of Horticulture Plants		90		
Safety Practices for Custodial Technicians		60		
Service Careers Engine Operations			15	
Service Careers Engine Systems			75	
Service Careers Life Skills	45	30	30	30
Tractor/Backhoe Operations				75
Upholstery & Carpet Maintenance	15	15		
Workforce Staging	30	30	30	75
Working in the Green Environment			24	
Total hours of instruction	1050	1050	1050	1050

Estimated time to complete major (Full Time) 1 year
Estimated time to complete major (Part Time) 2 years

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Sports Medicine Therapy Technician

Work with professionals in physical therapy & athletic training fitness. Perform electrical stimulation, whirlpool, ultrasound, hot/cold packs, & TENS Units treatments. Get a job after completing the program &/or completing certification in fields such as Rehab Techs & Personal Trainers.

Employment Options: Rehab Tech, Personal Trainer, Athletic Trainer, Education, Health Care Services, Hospitals, Amusement & Recreation Services, Sporting Events

Approx. Local Salary: \$10-13/hr. | \$19,200-\$24,960/yr.

HS SENIORS ONLY

LOCATION: MSK

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).
- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.
- Must have basic computer literacy skills.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Additional costs may include books, supplies, and miscellaneous fees.

Certifications Available: National Health Science Foundation Skills Standard.

Student Organizations: Health Occupations Students of America (HOSA)

Accreditation: Oklahoma Board of Career and Technology Education

COURSES/HOURS

HCC Core Curriculum (ICTC)	225
Core Medical Terminology	45
Anatomy & Physiology	120
Core Health Care Provider CPR & First Aid	15
Essentials of Physical Therapy Professions	60
Therapeutic Rehabilitation	30
Therapeutic Modalities	30
Therapy Aide Mentorship	60
Total hours of instruction	585
<i>Estimated time to complete major</i>	<i>1 year</i>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

Surgical Technologist

Assist in surgical procedures under the supervision of surgeons as a professional. Utilize effective communication and critical thinking to provide quality patient care before, during, and after surgery. Experience challenging coursework with relevant clinical instruction in a variety of surgical settings.

Employment Options: Hospitals, Ambulatory Surgery Centers, Dental Office/Oral Surgeon, Surgeon's Office/Private Assistant, Central Sterile Processing, Veterinarian Office, Sales Representative

Approx. Local Salary: \$13-20/hr. \$24,960-\$38,400/yr.

ADULTS ONLY

LOCATION: SAL

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Adult students only
- Provide proof of high school graduation or GED
- Complete an application
- Acceptable score on pre-entrance exam or ACT
- Interview
- Background/sex offender check
- Drug screen (as required)
- Demonstrate physical and mental sustainability as evident by a health history/physical

SCHEDULE: Classes are Monday through Friday from August to June.

TUITION (In-District): \$5,500 est. Cost includes all books, supplies, and fees.*All costs are estimated and subject to change. Financial aid and scholarships available for qualifying students.

Certifications Available: Certified Surgical Technologist. **Student**

Organizations: Association of Surgical Technology (AST), Health Occupations Students of America (HOSA). **Accreditation:** Oklahoma Board of Career and Technology Education, The Commission on Accreditation of Allied Health Education Programs (CAAHEP): 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354, www.caahep.org.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

Introduction to Surgical Technology	45
Medical Terminology	45
Microbiology and Wound Healing	45
Surgical Pharmacology	30
Employability Skills and Emergency Preparedness	45
Anatomy and Physiology	120
Essentials of Surgical Asepsis	60
Surgical Patient Care and Skills	45
Surgical Case Management	120
Surgical Procedures I	90
Surgical Procedures II	75
Surgical Tech Practicum I	30
Surgical Tech Practicum II	240
Surgical Tech Practicum III	210

Total hours of instruction 1200

Estimated time to complete major (Full Time) 1 year

Students will participate in a minimum of 120 surgical procedures as set forth in the core curriculum for Surgical Technology, 6th ed.

Welding: Pipe, Structural, or Combination

Design, engineer, and build unique products to solve manufacturing challenges. Interpret blueprints and specifications using math and critical thinking. Develop the confidence, work ethic, and stamina necessary for a career in fabrication.

Employment Options: Welder/Fitter, MIG Welder (Structural), MIG Welder (Pipe), Torch Operator, General Welder, TIG Welder (Structural), TIG Welder (Pipe), Stick Welder (Structural), Stick Welder (Pipe), Welder Helper

Approx. Local Salary: \$15-22/hr. | \$28,800-\$42,240/yr.

HS JUNIORS & SENIORS | ADULTS

LOCATIONS: PIPE - ALL | STRUCTURAL - MSK | COMBO-SAL, STL, TAH

APPLICATIONS & ENTRANCE REQUIREMENTS

Applications are available at all ICTC campuses and online at www.ictctech.com.

All Applicants

- Must complete an ICTC Admissions Application.
- Will be interviewed by ICTC personnel prior to admission.
- Will be enrolled in a career major in which they show a reasonable opportunity to achieve success.
- Background/sex offender check, drug screen (as requested).

High School Applicants

- Must be making satisfactory progress toward graduation in a local participating high school when making application.
- Must have the written consent of his/her parent or guardian.
- Must receive the approval of his/her local high school principal and/or counselor.

SCHEDULE: Classes are Monday through Friday from August to May with all day or half day enrollment options.

TUITION (In-District): High School Students: Free. Adult Students: \$2,100 est. (1050 hrs/\$2 per hr). Additional costs may include books, supplies, and miscellaneous fees. Financial aid and scholarships available for qualifying students.

Certifications Available: Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Oxy Fuel Cutting (OFC), Construction Core, State Certification, WorkKeys. *Certifications may vary by campus.*

Student Organizations: SkillsUSA **Accreditation:** Oklahoma Board of Career and Technology Education, and The National Center for Construction Education and Research.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ictctech.com/Gainful_Employment_Disclosures.htm.

COURSES/HOURS

PIPE STRUCT COMBO

COURSES/HOURS	PIPE	STRUCT	COMBO
Fundamentals of Welding	30	60	30
Welding Detail Drawings	30	30	30
Metal Characteristics and Properties	30	30	30
Metal Preparation and Heat Treatments	30	30	30
Fundamentals of Cutting Processes	30	30	-
Oxyfuel Cutting	30	30	30
GMAW Pipe	60	-	45
GMAW Plate	-	90	60
GMAW Aluminum Pipe and Plate	45	-	-
GMAW/FCAW Equipment & Setup	15	15	15
SMAW Equipment & Setup	15	15	15
SMAW Electrodes	15	15	-
SMAW Electrodes in Construction	-	-	15
Welding Blueprints	15	45	15
Welding Joint Fit Up and Adjustment	150	15	15
Welding Quality	15	15	15
GTAW Carbon Steel Pipe	90	90	90
GTAW Low Alloy & Stainless Steel Pipe	90	-	-
GTAW Aluminum Pipe	75	-	-
GTAW Aluminum Plate	-	45	45
GTAW Equipment & Filler Materials	-	15	15
GTAW Plate	-	60	60
FCAW Pipe	45	-	45
FCAW Plate	-	90	60
SMAW Open Root Pipe Welds	105	-	105
SMAW Stainless Steel Groove & Pipe Welds	75	-	-
SMAW Beads & Fillet Welds	-	120	-
SMAW Beads & Fillet Welds in Construction	-	-	120
SMAW Groove Welds with Backing	-	30	30
SMAW Open V Groove Welds	-	120	120
Air Carbon Arc Cutting and Gouging	15	15	15
Plasma Arc Cutting	15	15	15
Workforce Staging	30	30	30
Total hours of instruction	1050	1050	1050

Estimated time to complete major (Full Time)
Estimated time to complete major (Part Time)

1 year
2 years

MUSKOGEE CAMPUS

918-687-6383 / 800-375-8324

2403 N. 41st Street East / Muskogee, OK 74403

SALLISAW CAMPUS

918-775-9119 / 800-340-9119

401 E. Houser Ind. Blvd. / Sallisaw, OK 74955

STILWELL CAMPUS

918-696-3111 / 866-696-3111

Route 6 Box 3320 / Stilwell, OK 74960

TAHLEQUAH CAMPUS

918-456-2594 / 800-340-2594

240 CareerTech Way / Tahlequah, OK 74464

www.ictctech.com

