



**GREEN COUNTRY  
TECHNOLOGY CENTER**

**2009-2010  
CONSUMER INFORMATION  
HANDBOOK**

## **SECTION I: INSTITUTIONAL INFORMATION**

### **ADMISSION CRITERIA**

Applicants are admitted on the basis of having a high school diploma or GED or on the basis of being beyond the age of compulsory high school attendance and having the ability to benefit. Students that do not have a GED may enroll and be allowed to complete the GED certificate. Students not having a GED will be counseled and will receive assistance in locating a GED class. As of January 1, 1992 students who have not received a high diploma or GED are required to take and pass an independently administered test before being eligible for any Title IV aid. The test must be approved by the Secretary of Education. Ability to benefit is assessed through the ACT/ASSET assessment. The Green Country Tech Academic Career Center Coordinator administers this test on campus.

Adults may enroll in any class where space is available on a first-come, first-served basis, with priority given to in-district high school students. Enrollment becomes official when the adult student fills out the necessary forms, takes the necessary career assessment, makes an appointment with the financial aid director, and is contacted by the counselor or central office secretary that he/she is accepted into the class.

### **COST OF ATTENDANCE**

Tuition: The following tuition schedule is in effect for 2009-2010.

Tuition	In District Adult	\$2.50 per hour
	Out of District Adult	\$5.00 per hour
	In District High School	No Tuition Charged
	Out of District High School	No Tuition Charged
Adult Fees		As per Program

### **Living Costs**

Green Country Technology Center does not offer institutional housing or board to its students. All students live off campus and commute. For purposes of awarding Title IV need-based assistance, the school estimates reasonable expenses over a nine-month period for the following categories of students.

### **2009-2010 Student Expense Budgets**

Single, No Dependents, Living in Parent's Home: \$6,632.00 for 9 months

All Other Students: \$14,056.00 for 9 months

A breakdown of the cost of attendance is available in the financial aid office. Documentation provided by the Oklahoma Department of Commerce Consumer Price Index dated January 2009. Source: US Department of Labor, Bureau of Labor Statistics.

### **ACCREDITATION AND AVAILABILITY OF DOCUMENTS**

Green Country Technology Center is accredited by the following accreditation agencies:

Oklahoma State Department of Education, Accreditation Section

Oklahoma Department of Career and Technology Education, Accreditation Section

State of Oklahoma, State Accrediting Agency

Green Country Tech is approved for Title IV aid, Veterans Benefits, Vocational Rehabilitation, OHLAP, Workforce Investment Act Funding, and Bureau of Indian Affairs.

Current or prospective students wishing to review documents described in the institution's accreditation, approval or licensing should submit a written request to do so to the Director of Full Time Program's office. Within ten working days of submission of the request, documents will be made available to the student for inspection.

### **FACILITIES & SERVICES AVAILABLE TO DISABLED STUDENTS**

All institutional offices, instructional and training facilities are accessible to handicapped students. Handicap accessible restroom facilities are provided. Special services are provided to students classified as disadvantaged or physically or mentally disabled through the counselor, financial aid administrator, and academic career center.

### **Guidance**

Guidance Counselor/Financial Aid  
ACC Coordinator

Jim Beard 918.758.0840 x226  
Deena Harvey 918.758.0840 x249

The counselor works with agencies such as Vocational Rehabilitation, BIA (Bureau of Indian Affairs), IDEA (Individuals with Disabilities Education Act) and Social Security in coordinating efforts to assist these students while they are getting job skills.

Services for the students include personal and vocational counseling, recordkeeping on student's progress, helping the students make financial arrangements, and teaching the disadvantaged and disabled in the areas of pre-employment skills through the Academic Career Center (ACC).

### **Drug Education**

Green Country Technology Center provides information to all students at the beginning of school which is designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. Information on Drug Free School and Workplace is found in GCTC's Student Handbook and at <http://www.gctcok.com>. A list of referral agencies can be obtained in this handbook.

### **Academic Career Center**

The Academic Career Center is designed to help students in technology education by providing assistance in both basic and advanced academic skills for their specified training pathway. Services include evaluation, math instruction, reading instruction, computer literacy, and individual study. Students also prepare resumes, portfolios, and reinforce employability skills. All students have access to the ACC, and a full-time coordinator provides the curriculum and resources to support the students' technology plan of study. All students who enroll at Green Country Technology Center are administered diagnostic and interest assessments.

### **INSTRUCTIONAL FACILITIES**

Green Country Technology Center is located on the North West corner of Loop 56 and Kennedy street in Okmulgee, OK 74447. The site contains 30 acres and four buildings.

### **Specific Classroom and Laboratory Utilization**

#### **Main Building:**

Seminar Center	Seating for 250
Academic Career Center	
Student Break Area	
Program Areas	
Carpentry	
Digital Media	
Health Careers Certification	
Practical Nursing	
Pre-Nursing	
Web Development & Administration	

The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas.

#### **Dr. Jerry Panter Education Center Building:**

Six classrooms  
The remainder of the building is devoted to administrative offices, hallways, restrooms, storage areas and business and industry training.

#### **Boot & Saddle Building:**

One class room/Shop area  
Student Breakroom  
The remainder of the building is devoted to instructor office, hallways, restrooms, storage areas.

#### **Trade & Industrial Building:**

Program Areas  
    CNC Machining  
    Drafting  
    Mechanical Trades  
    Math classroom

Student Break Area

The remainder of the building is devoted to instructor offices, hallways, restrooms, storage areas.

**PERSONNEL**

<b><u>BOARD MEMBERS:</u></b>	Marilyn Sulivant, Art Porter, Les Johnston, Keith Estes, George Christy
<b><u>SUPERINTENDENT</u></b>	SPURLOCK, DANNE
<b><u>OFFICE/ATD SECRETARY</u></b>	ROSE, LANA
<b><u>BUSINESS &amp; INDUSTRY SERVICES COORDINATOR</u></b>	KUTZ, MARC
<b><u>DIRECTOR OF FULL TIME PROGRAMS</u></b>	CARMAN, MIKE
<b><u>COMPLIANCE COORDINATOR</u></b>	
<b><u>OFFICE ATTENDANCE SECRETARY</u></b>	WILLIAMS, LINDA
<b><u>COUNSELOR/FINANCIAL AID DIRECTOR</u></b>	BEARD, JAMES
<b><u>ACADEMIC CAREER CENTER COORDINATOR</u></b>	HARVEY, DEENA
<b><u>NETWORK/INFORMATION SERVICES MANAGER</u></b>	HILLSTROM, MATT
<b><u>ADULT TRAINING &amp; DEVELOPMENT</u></b>	BROWN, JILL
<b><u>MATH</u></b>	TIGER, A. J.

**MAJORS OFFERED**

<b>Architecture and Construction</b>	
Carpentry	EMERSON, STEVE
Architectural Drafting and Design	ANDERSON, TODD
<b>Visual Arts</b>	
Boot Making	DEWITT, MIKE
Saddle Making	DEWITT, MIKE
<b>Administrative &amp; Information Support</b>	
Office Information Specialist	BIBLE, DELINA
<b>Health Science</b>	
Licensed Practical Nurse	MARIANO, GLENDA
	BAKER, DARLENE
	CORBIN, KRISTEN
	BERRYHILL, TIFFANY
	NEILL, TEPHANIE
Advanced Acute Care Nursing Assistant (Pre-Nursing)	
Health Careers Certification	
<b>Information Technology</b>	
Digital Media/Multimedia	ROBERDS, JULIE
Web Development & Administration	BIBLE, DELINA
<b>Manufacturing</b>	
Mechanical Drafting & Design	ANDERSON, TODD
CNC Manufacturing	LOGAN, JERRY
Welding - GMAW Structural Welder – (Gas Metal Arc Welding)	WINGO, JEFF
<b>Transportation, Distribution</b>	
Mechanical Trades	WINGO, JEFF

**PERSON DESIGNATED TO DISBURSE TITLE IV FINANCIAL ASSISTANCE INFORMATION**

Jim Beard, Financial Aid Director, is designated as the employee responsible for dispersing information to

current and prospective students at Green Country Technology Center. Mr. Beard is available to see students Monday through Friday from 7:30 a.m. to 4:00 p.m. He may be reached at 918.758.0840. If Mr. Beard is unavailable, assistance will be provided by a central office secretary.

### **TREATMENT OF FUNDS POLICY AS RELATED TO RECEIPT OF TITLE IV FINANCIAL ASSISTANCE & WITHDRAWAL REQUIREMENTS**

A student wishing to withdraw from GCTC prior to the end of a financial aid disbursement period must provide notice to the school either in writing or verbally. Written or verbal notice should be submitted to the Green Country Tech counselor and attendance officer. The notice should contain the date the student will cease attendance and the reason for the withdrawal. After this process, the following will result

- The notice will be forwarded to the student's instructor to obtain the student's grade, attendance, and completed work at the time of the withdrawal.
- The notice will also be immediately forwarded to the financial aid office if the student is on financial aid.
- The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
- The student will be billed for any refunds due to the Federal Financial Aid programs.
- If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
- If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

#### **Institutional Refund Policy**

If a student withdraws before classes begin, a full refund will be given. If the student has begun classes but not yet completed and drops or withdraws, a partial tuition refund may be given depending upon how far the student has progressed in the program.

Students withdrawing before completing 25% of the class (major) scheduled hours will receive a refund of one half of the amount paid.

Students withdrawing after completing 25% of the class (major) scheduled hours will receive no refund.

No refunds will be given for books, supplies, fees, or any other non-tuition cost.

Refunds are disbursed by the Business Office within ten days after notice of a student withdrawal has been received from the Financial Aid Office. Notification of a refund is done by mail through the Business Office.

If a student's tuition has been paid by an agency or through financial assistance, refunds will be processed in accordance with the rules and policies of the tuition source, in addition to GCTC's refund policy, students receiving Title IV Federal Financial Aid are subject to the Following:

### **FEDERAL TITLE IV RETURN OF UNEARNED FUNDS POLICY /RETURN OF TITLE IV/REPAYMENTS**

GCTC has designed the following policies and procedures to ensure proper accountability when a student leaves school.

#### **Calculating the Title IV Return of Unearned Funds**

As a general rule, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. When a student has exhausted all leave according to the attendance policy (see attendance policy in the Student Handbook) and a leave of absence has not been requested (or one has been requested but denied) on the 10<sup>th</sup> day of non-attendance the student will be unofficially withdrawn as of the last date attended. The portion of a federal grant that the student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if the student completes 30% of the payment period, he/she earns 30% of the assistance that he/she was originally scheduled to receive. This means that 70% of the scheduled award remains unearned and must be returned to the Department of Education. Once a student has completed more than 60% of the payment period, he/she has earned all of the grant money for that pay period.

Once the amount of Title IV aid is determined by the Financial Aid Office, the student will receive a letter stating how much Title IV aid was earned. The letter will also explain if the student has an outstanding balance that is owed to the school for tuition and fees. The student must realize that tuition and fees may be offset from the amount earned by the student.

Upon withdrawal if the amount earned by the student is greater than the amount disbursed, then a post-withdrawal calculation is performed. If the amount earned by the student is less than the amount disbursed, then a Title IV Return of Fund calculation is performed. If the amounts earned and disbursed are equal, no further action is taken. When a return of Pell Grant funds is due, the school and the student both have a responsibility for returning the funds.

A full explanation and example of a refund calculation can be found in the Financial Aid Administrators office or in the Financial Aid Handbook available on line at [www.getcok.com](http://www.getcok.com).

### **CAMPUS SECURITY REPORT**

#### **STATEMENT OF POLICY ON REPORTING CRIME AND EMERGENCIES ON CAMPUS**

Green Country Technology Center strives to maintain a secure and safe environment for its students, employees, and the public. Green Country Technology Center encourages all persons to report any criminal or suspicious activity to the Director of Full Time Programs who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Director of Full Time Programs office located in the central office area.

The Director of Full Time Programs will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

Green Country Technology Center provides timely warning to the campus community of any occurrences of crime that are reported and are considered to represent a threat to students and/or employees. The Director of Full Time Programs will maintain a daily log of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This log will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

### **STATEMENT CONCERNING SECURITY OF FACILITIES**

Green Country Technology Center understands its mission in providing education to the students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

- There are scheduled times for all building lockups. Green Country Tech maintenance staff performs these duties.
- Classrooms are kept locked at all times. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- Law enforcement agencies will also make periodic surveillance checks.

### **STATEMENT OF POLICY ON CAMPUS LAW ENFORCEMENT**

Green Country Technology Center contracts with Oklahoma State Institute of Technology for surveillance services and local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. Law enforcement officers perform a variety of tasks, which include investigation of criminal activity, apprehension of criminals, accident and fire response.

Green Country Technology Center maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

Green Country Technology Center encourages all persons to report criminal or suspicious activity to a Green Country Tech administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

**STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES**

The campus security report is available to all Green Country Tech students. Upon enrollment all students receive a copy of the handbook, which includes a section that describes how and where students can locate this report. Also available to students is the Right-to-Know/Campus Security Act pamphlet. A copy of this consumer information guide, along with the pamphlet, is available in the central office, guidance office, financial aid office and in all administrative offices. The Campus Security Report is also available at the website [www.gctcok.com](http://www.gctcok.com).

Green Country Technology Center maintains a weapons free environment. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. Any student who violates this policy may be subject to discipline, which may include suspension of up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or designee.

Green Country Tech Crime Prevention activities may include but are not limited to crime prevention seminars for students, staff, and faculty. Green Country Tech is a NIMS compliant campus through the Department of Homeland Security.

**DISCLOSURE REQUIREMENT of CRIME AWARENESS and CAMPUS SECURITY ACT of 1990 SENATE BILL 580**

Green Country Tech believes that the public should know how to report a possible crime which occurs at the site of the technology center campuses in Alva or Fairview. To report a possible crime, a victim or witness need to contact Mike Carman, Director of Full Time Programs. The Director of Full Time Programs will report this crime to the appropriate local authorities.

**Statistics for Green Country Technology Center**

<u>Calendar Years</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex Offenses	0	0	0
Hate Crimes	0	0	0
Arson	0	0	0
Campus Discipline			
Liquor Law Violation	0	0	0
Drug Related Violation	0	0	0
Weapons Possession	0	0	0

**STATEMENT OF POLICY CONCERNING ALCOHOL AND DRUG USE AND ABUSE**

A statement of policy related to substance abuse and illegal drugs is contained in the Student Handbook. The Drug-Free Campus and Workplace Policy states: Green Country Technology Center prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812" and State Statue Title 63 2-101,2-608). Violation of this policy is grounds for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and State laws provide additional penalties for such unlawful activities, including fines and imprisonment. The district is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. The district's policy requires an employee to notify his or her supervisor of a criminal conviction for drug-related offenses occurring in the work place no later than five days following the conviction.

**SEXUAL HARASSMENT**

Students attending classes at Green Country Technology Center and employees should be free from sexual harassment and/or a hostile sexual environment. Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in any education program or activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex/gender discrimination. The following types of conduct constitute sexual harassment:

**Quid Pro Quo harassment** – A school employee explicitly or implicitly conditions a student's participation in an education program or activity, or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

**Hostile Environmental Sexual Harassment** – Sexually harassing conduct (which can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Students or employees should report incidents of possible harassment to the Director of Full Time Programs who will investigate. A copy of the complete policy on Sexual Harassment is available upon request.

### **THE SCHOOL BULLYING PREVENTION ACT (70 OKLA. STAT. § 24-100.2)**

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express purpose of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will: (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's educational mission of the student or other students.

Bullying is an individual or group aggressive physical, emotional, verbal or sexual behavior whose intentions are to do harm to others. Bullying can include and is not limited to, name calling, verbal slurs, pushing, hitting, pinching, gesturing, threatening, disrespecting and taking items without permission. GCTC will not tolerate bullying behavior. This conduct shall be subject to the same disciplinary consequences as other misconduct.

Victims of alleged bullying incidents are encouraged to report the situation to a teacher or personnel in the Student Services office. Confidentiality will be maintained, within legal limits, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of bullying.

### **WEAPONS FREE SCHOOL POLICY**

It is the policy of Green Country Technology Center, District #28 of Okmulgee County, Oklahoma to comply fully with the Gun-Free Schools Act.

- Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

**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 the proper legal authorities.**

- Oklahoma statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, 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 weapon as defined below:

- "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, sprint-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."

- Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any terms less than one calendar year (for weapons other than firearms) as determined by the superintendent or superintendent's designee.

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. REFERENCE: 18 U.S.C.'92121 O.S.'1280.1

### **INTRUDER POLICY**

An intruder is an individual in the school building who has not followed established visitor procedures and may or may not be a safety hazard to the school. Any student or school personnel who observe an individual in the building who appears suspicious or out-of-place should immediately contact their instructor or the central office for assistance.

### **STUDENT RIGHT TO KNOW**

#### **Family Educational Rights and Privacy Act**

Green Country Technology Center maintains an educational record for each student who is or has been enrolled at the Career and Technical School. In accordance with the Family Education Rights and Privacy Act of 1974, as amended, (hereinafter "Act") the following student rights are covered by the Act and afforded to all eligible students at Green Country Technology Center.

- The right to inspect and review information contained in the student's educational records.
- The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to prevent disclosure without consent, with exceptions of personally identifiable information from the student's educational records.
- The right to secure a copy of the School's policy and administrative regulations.
- The right to file complaints with the U.S. Department of Education concerning alleged failures by Green Country Technology Center to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in Green Country Technology Center School's Administrative Regulations Handbook, a copy of which may be obtained in the Office of the Director of Full Time Programs.

Green Country Technology Center may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of Green Country Technology Center unless a written request for nondisclosure is on file:

- Category I: Name, address, telephone number, electronic mail, photograph and dates of attendance, class.
- Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Director of Full Time Programs. Copies of the complete Family Educational Rights and Privacy Act (found in the Administrative Regulations Handbook) are available upon request.

### **GRADUATION RATES**

Graduation and Completion Statistic for 2008-09 is 86%  
Transfer out Statistic is 07%

### **STUDENT GRIEVANCE PROCEDURE**

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

The grievance procedure adopted is designed to handle complaints related to any of the following: An alleged action that is specifically prohibited by state or federal law, including prohibitions against discrimination, sexual harassment and the release of student grievance procedure confidential information; also an alleged violation of equal employment opportunity requirements, laws which require the disclosure of certain information, and/or an alleged violation of any other consumer protection law applicable to Green Country Technology Center and recipients of state or federal funds. Alleged action is contained in the following federal laws:

- Title VII of the Civil Rights Act (Sexual Harassment)
- 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
- Title II of the Americans with Disabilities Act of 1990
- Family Educational Rights and Privacy Act
- Student Right to Know and Campus Security Act
- Oklahoma Open Records Act
- Age Discrimination Act of 1975

An alleged violation of the rules and regulations or the standards of accreditation established for the operation of Green Country Technology Center;

An alleged violation of the terms and condition of contracts or agreements established with other entities to provide support services or technical/vocational training to specific individuals or groups; or an alleged violation or inappropriate application of institutional and/or school district policy.

**Filing Options:** Although the grievance procedure is designed to encourage the resolution of complaints at the local level, the provisions of some laws provide the grievant the option of filing a complaint directly with the agency responsible for compliance. When this option is available, the address for filing complaints will be noted with the description of the specific law.

**Accrediting Agency Option:** When a grievance is filed for Title IX or Section 504 of the Rehabilitation Act, a grievant has the option to seek assistance from the appropriate office within the Oklahoma Department of Career and Technology Education:

Oklahoma Department of Career & Technology Education  
Stillwater, Oklahoma 74074-4364  
1-800-522-5810 or 1-405-377-2000

**Exceptions:** Participants in the federal student financial assistance programs, who are denied aid due to failure to maintain satisfactory academic progress, may file a written appeal with the financial aid office for reconsideration of the suspension due to extenuating circumstances. This appeal procedure and the requirements for reinstatement are available in the financial aid office and online at [www.gctcok.com](http://www.gctcok.com).

Procedures for appealing grades and for appealing a suspension or expulsion from school are described under the discipline code in this student handbook.

### **Definitions**

**Grievance:** A formal written complaint, submitted in accordance with the established procedure, alleging a violation of any applicable statute, rule or regulation which requires or prohibits certain actions, a violation of any applicable accreditation standard, a violation of training agreements with other schools/agencies, or a violation or inappropriate application of any school district policy.

**Grievant:** A student, parent, employee or patron of the school district who, individually or collectively, submits a complaint in accordance with the established procedures, alleging a violation of any action under the definition of a grievance.

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 the procedures and policies relating to the complaint.

Title IX/504 Compliance Coordinator/Grievance Manager: The person(s) designated by the Superintendent to coordinate the efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990. The Title IX/504 compliance coordinator serves as the primary investigator for complaints alleging a violation of any law which prohibits discrimination and serves as the moderator and recorder during hearings. Male and Female Coordinators are designated for each campus with access to either coordinator available to the grievant. The names of the designated individuals for each shall be posted:

Mike Carman/Deena Harvey  
1100 N. Loop 56  
Okmulgee, OK 74447  
(918) 758-0840

Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### **Pre-filing Procedures**

Prior to filing a written complaint, the grievant is encouraged to visit with one of the school's Title IX/504 compliance coordinator/grievance managers. Reasonable effort should be made to resolve the complaint on an informal basis. If the complaint is not resolved under this procedure, then the grievant may continue effort to resolve the complaint under the filing and processing complaints section of these procedures. Prior to the filing of a written complaint a student should contact his/her instructor. Employees should contact their immediate supervisor. Patrons should contact the Director of Full Time Programs and seek to resolve the problem.

### **Filing and Processing Complaints**

- The grievant submits written complaint to the Title IX/504 Compliance Coordinator/Grievance Manager stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action.
- The Title IX/504 Compliance Coordinators notify respondent within 10 days and asks respondent to: confirm, or deny facts; indicate acceptance or rejection of students, employees or patrons requested action; or outlines alternatives.
- The respondent submits answer to the Title IX/504 Coordinators/Grievance Managers within ten (10) days of receipt of written complaint from same. If the grievant is satisfied, the complaint shall be dismissed, if not:
- Within 10 days after receiving the respondents answer the Title IX/504 Coordinators/Grievance Managers shall schedule a hearing. The grievant shall appoint one member of the hearing committee, the Coordinator or his/her designated representative will serve on said committee, and those two will appoint a third who will serve as Chairperson, all to be employees of Green Country Technology Center District #28.
- After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the institution within ten (10) days and said Superintendent will thereupon implement said report or provide the grievant reasons in writing why all or any portion of the report will not be implemented.
- If the grievant continues to be dissatisfied, the decision may be appealed to the Board of Education at which time, within ten (10) days, the report will be reviewed and the Board shall issue its order either affirming, overruling, or modifying said report.

- In such case as the Superintendent might be the respondent to a grievance, the uninvolved campus coordinator/grievance manager shall be designated as the agent to serve in the place of the superintendent for steps 5 and 6.

### **General Provisions**

Right to File a Complaint: Any person(s), individually or collectively, presenting a grievance or complaint in good faith and in accordance with these grievance procedures, shall be protected from reprisal or harassment for exercising their right to use the grievance procedure.

Record of Complaints: In accordance with the Program Integrity provisions of the Higher Education Amendments of 1992 (Title IV, Part H, Subpart II, Accrediting Agency Approval), schools must maintain a record of complaints to be submitted annually to the school's accrediting agency. The complaint records will be reviewed to determine if any complaint indicates a possible violation of accreditation standards. Complaints resolved under the pre-filing procedures are not included as a part of the official record of complaints, nor are they included in the annual report to the Accrediting Agency.

Record Retention Requirement: All complaint proceedings, records, and resolutions will be maintained in the office of the Superintendent for five (5) years.

Access to Regulations: The area Technology Center shall provide copies of all regulations prohibiting discrimination on the basis of age, race, color, national origin, religion, sex/gender, qualified handicap, or veteran status upon request.

Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the student's or employee's file.

Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved should be no more than 90 days.

Confidentiality of Hearings: All hearings will be closed except the hearing before the Board of Education.

Additional Complaints: No additional complaints may be added after written complaint is submitted. No additional information may be added that was not introduced during the first hearing with the Grievant, Respondent, and Coordinator.

Parental Notification: When a grievant who is not 18 years of age files a complaint the parents/guardians will be notified.

### **LEAVE OF ABSENCE POLICY**

A student may request a leave of absence for up to 60 days in length for medical and/or emergency situations that will affect student's attendance for an extended period of time. (Days should be consecutive unless otherwise approved by the Attendance Committee.) The request must be in writing to the counselor or asst. superintendent, and must include the reason for the request and the number of days requested. If a student is receiving financial aid, the aid period will be extended the number of days equal to the number of days of the leave of absence. Students will not be charged additional tuition or fees. The following procedures must be followed:

- Student will request the leave of absence in writing to the Green Country Tech counselor or Director of Full Time Programs. Leave of Absence forms are found in the counselor's office or the central office. The written request must include the reason for the request and the number of days requested.
- The counselor and/or administrator will inform the student within a timely manner if their request for a leave of absence is approved.

The following rules will apply to all leaves:

- Only one leave of absence in academic year will be approved (unless jury duty or military reasons apply).
- The leave of absence cannot exceed 60 days.
- Students taking an approved leave retain in-school status.
- A financial aid disbursement period will be extended the number of days equal to the number of days of the leave of absence.

- If the leave of absence is medically related, the student must provide the medical release to the counselor/administrator prior to returning. Re-admittance will not be allowed without a release.
- Upon a student's return, the student will be allowed to complete course work that was started prior to the leave.
- Students failing to return from an approved leave of absence will be dropped from their major.
- Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances. Additional subsequent leaves may be granted for jury duty and/or military reasons. (FMLA 1993).

**SECTION II: PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID FINANCIAL ASSISTANCE PROGRAMS AVAILABLE**

The following programs of assistance are available at Green Country Technology Center:

**Need Based Aid**

Pell Grant  
 Veterans Administration  
 Vocational Rehabilitation  
 Oklahoma Higher Learning Access Program  
 Bureau of Indian Affairs  
 Workforce Investment Act

**Non-Need Based Aid**

"Next Step" Scholarships  
 Otha Grimes Scholarship  
 Oklahoma GI Bill

**APPLICATION PROCESS**

The application process for Federal Title IV aid programs is as follows:

Students must complete a "Free Application for Federal Student Aid" form. Application forms are free and may be obtained from the Financial Aid Administrator or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID, or may be filled out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct. This process is called verification. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) stating eligibility. These reports include a summary of application information and the determination of an eligibility index. This index is the result of computations involving the financial and non-financial data submitted on the application. The method for computing eligibility applies to all dependent and independent students uniformly. The specific computations involved in the calculation may be obtained by contacting Jim Beard in the Financial Aid Office.

**TITLE IV PROGRAMS OF ASSISTANCE GENERAL CONDITIONS OF ELIGIBILITY**

The following federally funded Title IV programs of financial assistance are available at Green Country Technology Center.

Need Based Aid

Pell Grant

Non-need Based Aid

Green Country Tech does not participate in any guaranteed student loan program. In general a student is eligible to participate if the student:

- Is a regular student (this means enrolled in an eligible program for the purpose of obtaining a certificate)
- Is enrolled or accepted for enrollment as post-secondary student who has a high school diploma, GED, or the ability to benefit
- Is a U.S. citizen or national, or  
     Is a permanent resident of the U.S., or  
     Provides evidence from the Immigration and Naturalization Service that he/she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, or
- Is a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands
- Has financial need
- Is maintaining satisfactory progress in the course of study he/she is pursuing according to the standards of this technology center, and is maintaining the attendance standards
- Does not owe a refund on a Title IV HEA Grant (Pell Grant, Supplemental Grant or Student State Incentive Grant) received to meet the cost of attending any school and is not in default on any Title IV, HEA loan (Perkins (NDSL), Stafford Loan (GLS), SLS, PLUS, FISL)

received for attendance at any school as evidenced by signed statement, NSLDS, and financial aid transcripts.

- Is registered for selective service or exempt from registration as evidenced by a signature on the Free Application for Federal Student Aid (FAFSA).
- Agrees to use any federal aid received solely for educational purposes evidenced by a signed statement of educational purpose found on the Free Application for Federal Student Aid.

**Drug conviction** - in certain cases, students convicted of drug-related offenses may not be eligible to receive federal financial aid for a period of time. These are general eligibility requirements. Eligibility requirements specific to majors are discussed in the description of that major.

### **RIGHTS AND RESPONSIBILITIES OF RECIPIENTS**

Fair Evaluation of Financial Need; GCTC employs the Federal Needs Analysis Methodology in assessing financial need and eligibility for Title IV campus based assistance. The federal need analysis methodology is based on a five-point philosophy of financial aid:

- To the extent that they are able, parents have the primary responsibility to pay for their children's education.
- Parents will, as they are able, contribute funds for their son and daughter's education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- The family should be accepted in its present financial condition.
- 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. In assessing financial need, the goal is to treat applicants uniformly and fairly. To this end, we employ the federal need analysis methodology to assess financial need.

Briefly, for dependent students, three broad categories of a family's resources are examined in need analysis. They are Parent's Income (the Available Income Concept), Parent's Assets (the Income Supplement Concept) and Student Resources (including summer earnings, veteran's benefits, and other similar benefits.) For independent students, income and assets are examined.

### **Confidentiality**

All information (whether written or oral) that an aid applicant and/or applicant 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 office (See FERPA Plan page 35).

### **Honesty in Use of Financial Assistance and Reporting of Resources and Changes**

Students receiving federal and institutional assistance are required to sign a statement on the Free Application for Federal Student Aid (FAFSA) which certifies that funds awarded will be used solely for expenses connected with attendance at this institution. The applications also specify that the applicant has given accurate (true) information.

### **Verification and Updating**

A student may be selected to verify application data by either the U.S. Department of Education or by the school. If a student is selected for verification, he/she will be informed in writing of the documentation requirements. The student will be given 30 days to respond. Students who fail to complete verification by June 30 of the current award year will not receive financial aid.

Green Country Tech verifies all applications selected for verification (as indicated by comment on the SAR), by the U.S. Department of Education. Students are selected for verification by Green Country Tech only when there is a conflict or question indicated by the Central processor. Green Country Tech follows the guideline set forth in the Verification Guide published by the U.S. Department of Education in verifying all students' applications selected for verification.

### **CRITERIA FOR MEASURING SATISFACTORY PROGRESS**

Satisfactory progress means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. Students must be in good standing and making satisfactory progress

according to the institutional standards before receiving Title IV assistance. Good standing means that the student is capable of enrollment or continued enrollment. Initially this means that the student is admissible to an educational program as demonstrated by high school diploma, GED, or ATB testing results. If a student is admitted based on testing scores, they must agree to actively pursue a GED. Later this means that the student is performing well enough in terms of progress, grades, and the institutional attendance policy to continue enrollment. The institutional attendance policy states that the student may be absent no more than 10% in a pay period. This policy is distributed to students upon enrollment.

The first disbursement of Title IV funds for first time entering students at Green Country Technology Center requires no progress check provided the first disbursement is issued during the pay period of training for a new student. At the end of their first payment period students must be making satisfactory progress according to the standards stated below. Students with previous course work at Green Country Technology Center must have maintained satisfactory progress for that previous course work in order to receive initial or further assistance.

Students may take up to 50% longer than the normal time of their major to complete that major and still be regarded as being in good standing. However, a student will not be eligible for Title IV federal financial aid once he/she has received aid for the number of hours in the major.

Example: A student is enrolled in a 600 hour major. The maximum time a student can attend Green Country Technology Center in that 600 hour major is 900 clock hours. An eligible student would receive Title IV aid for the 600 clock hours, but the student could take an extra 300 clock hours to complete the major if the student was not able to complete it in 600 clock hours (provided that space is available in the class); however, that student will not receive Federal Financial Aid for the additional 300 clock hours. The student would also be charged tuition and fees for the additional hours. In no instance can the student receive aid for more hours than those for which the major is accredited.

There are three components to satisfactory progress: **qualitative, quantitative, and attendance.**

- 1) **Qualitative:** Each student's cumulative grade will be reviewed at the completion of each payment period using a progress report provided to the Financial Aid Director by the student's instructor. Students must maintain a cumulative grade of "C" or better for all past course work. If the student's grade is below a "C," then the student will be placed on Financial Aid Probation. A grade of I is regarded as unsatisfactory academic progress for the purpose of Title IV aid administration.
- 2) **Quantitative:** The maximum time frame for completing a major is no more than 150% of the major in accordance with the student's enrollment status (i.e. full-time or part-time). The increment for measuring a student's progress will be each payment period. Each student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At GCTC this means the student must have completed a minimum of at least 75% of the scheduled learning objectives for the payment period. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid Probation.
- 3) **Attendance:** Students must have acceptable attendance for each payment period. Acceptable attendance is defined in the Student Handbook as missing no more than 10 % of any pay period, documented or undocumented. Withdrawal from a course does not eliminate the satisfactory academic progress requirements.

Entering students, students with no previous course work at Green Country Technology Center, are provided probationary aid for their first payment period. At the end of their first payment period they must be making satisfactory progress for previous course work in order to receive initial or further assistance.

### **PROBATIONARY PERIOD AND SUSPENSION**

If a student receives an unfavorable progress report that is not in compliance with the SAP requirements as outline above, the student has failed to maintain satisfactory academic progress. The student will be informed in writing about his/her failure to maintain SAP. The student will then be placed on financial aid probation for the next evaluation or pay period. During that time, the student is responsible for completing the required cumulative amount of curriculum with a letter grade of "C" or higher. The student must also have met the required cumulative clock hours for the pay period. During this probationary period the student will continue to receive financial aid. Students who fail to meet the required grade, percentage of progress, and 90% attendance

requirements at the end of their probationary pay period, will then be placed on financial aid suspension and will be suspended from further financial aid until completion of a pay period without aid in which the student has met all SAP requirements. The student is responsible for tuition and fees charged during a period of suspension.

### **COURSE REPETITIONS**

Students wanting to repeat a specific major must have permission of the instructor and administrator to do so. A repeated class is not eligible for federal financial aid.

### **PRIOR CREDIT**

Students enrolling at Green Country Tech who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide AARTS, SMART, CGI, AND CCAR transcripts.

The instructor will meet with the student either prior to enrollment or at the beginning of his/her major to determine what, if any credit will be applicable to the major at Green Country Tech. For evaluation purposes the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received.

After a thorough discussion between the student and instructor, the instructor may want to make contact with the previous institution, may issue a performance test, or may determine that credit is applicable with no further investigation. The student will be informed of the instructor's decision within one week.

If prior, or advanced standing credit, is granted to a student for previous educational or training experiences, such credit will be documented in the student's file, and the student will not be charged tuition or fees for the advanced standing credit hours.

Advanced standing credit can also be issued to GCTC students who complete one major at GCTC and then enroll in another, or those who may change from one major to another. The decision as to whether or not the credit will be issued will be determined by the instructor after a student/instructor meeting as stated above, and no tuition or fees will be charged to the student for the advanced standing credit granted.

### **APPEALS PROCEDURE: HOW TO RE-ESTABLISH ELIGIBILITY**

A student who is denied aid due to unsatisfactory progress will be informed in writing of his/her probationary status. Student may receive one financial aid disbursement during their probationary period. If a student fails to come back into compliance with satisfactory progress requirements during the probationary period, they will then be placed on suspension and financial aid will be terminated. A student whose financial aid has been terminated is responsible for paying tuition in full no later than the tenth day of the next pay period unless other arrangements have been made with the business office. The student must re-establish eligibility as defined below to receive further assistance:

A student who is placed on suspension may regain eligibility as follows:

Denial of aid due to grade less than C: Student must achieve a grade of "C" or better for an enrollment period equal to the number of hours in a payment period. For example, a full time student achieves a grade of "D" for 300 hours and is denied further aid on the basis of unsatisfactory progress. Student attends for 300 additional hours and achieves a cumulative grade of "C." Student will regain eligibility for aid.

Denial of aid due to not progressing at a pace which will allow for timely completion of the major within 150% of the normal time frame for that major. If a student is not progressing at a pace which will fall within the 150% time frame the student is NOT considered to be making satisfactory progress, then financial aid will be terminated: Student completes enough work during the next pay period to be considered progressing at a pace that will fall within the 150% time frame. Student will regain eligibility for aid.

Denial of aid for lack of attendance: Student must meet attendance requirements for the next pay period (not to exceed 10% absences in a pay period).

### **Appeal Process:**

Students who are denied aid on the grounds of unsatisfactory progress have the right to appeal the aid denial. To appeal, a student must file a written request within 5 days of receiving written notification by the Financial Aid Administrator of making unsatisfactory progress. The appeal should include a written statement of the

student's timetable for completing the major in which he is enrolled and an explanation of any mitigating circumstances which contributed to the unsatisfactory progress status. Mitigating circumstances may include but are not limited to serious illness experienced by the student, accident resulting in severe injury to the student, or death in the student's immediate family. Other circumstances may be classified as mitigating if they are serious in nature, prevent the student from attending classes, and are deemed to be so by the Financial Aid Appeal Committee made up of the student, an instructor, counselor, financial aid administrator, and asst. superintendent. The written appeal will be reviewed by the FA Appeal committee. If the committee believes it necessary, they may require the student to provide further documentation (such as a letter from a doctor) to substantiate or explain the mitigating circumstance. The committee will review the appeal. The student will either be denied aid on the grounds of unsatisfactory progress or aid will be granted.

### **PELL GRANT PROGRAM**

The Pell Grant Program is a federally funded grant program which provides from \$976.00 up to \$5,350.00 to post-secondary students enrolled at least half time.

#### **Application Procedures**

Students must complete a "Free Application for Federal Student Aid" form. Students are encouraged to apply online at <http://www.fafsa.ed.gov>. Application forms can also be obtained by calling the Federal Student Aid Information Center at 1-800-4-FED AID. Applicants are directed to read the instructions carefully when completing the FAFSA. All records and other materials used in completing the application should be saved. This information may be needed later to prove the information submitted is correct. Students desiring to participate in the grant program should submit a Green Country Tech admission application to the Financial Aid Office. If they meet eligibility requirements, they will receive notification of the amount of their grant awards and projected payment schedule.

#### **Eligibility Requirements**

Students must meet the eligibility requirements. A student will not be entitled to receive Pell Grant payments from more than one institution concurrently. Eligibility is restricted to students who have not earned a Bachelor's degree.

#### **Criteria for Selecting Recipients from Group of Eligible Applicants**

All students who are eligible will be paid.

#### **Criteria for Determining Amount of Student's Aid**

Grants amounts are based upon: Tuition cost for major plus Pell Grant living allowances.

- Enrollment status of student (i.e., full or part time).
- Length of major and length of time student is enrolled.
- Payment schedule revised annually by federal government and available for inspection in Financial Aid Office.

#### **Method and Frequency of Disbursement**

The Financial Aid Administrator determines if disbursement is an initial (first ever received) Pell disbursement. Students are paid the first time based on their enrollment and good standing if ISIR/SAR is received prior to the end of student's first pay period. Disbursements thereafter are based on satisfactory progress, and completion of hours in the first payment period. If this is a subsequent (not first ever received) Pell disbursement, student must have maintained satisfactory progress for previous pay period. GCTC has two payment periods per award year, and Pell Grants will typically be disbursed twice a year, dependent upon when the student enrolled in the major, and on whether the majority of the hours in a payment period fall within that award year. A student may receive up to two scheduled federal Pell grant awards during a single award year if the eligible student is enrolled: at least half-time for more than one academic year or more than two semesters, or the equivalent time during a single award year; and is in a day program in which the major leads to a certificate.

### **NEXT STEP SCHOLARSHIP**

Green Country Tech's Next Step Scholarship waives \$200.00 tuition on the last payment for the Practical Nursing major. Scholarship recipients are required to pay fees for that program. The Next Step Scholarship is designed for individuals who have a high school diploma or GED, and have completed the Pre-Nursing major. For all subsequent career programs, the student will be required to pay tuition. The student will still be able to apply for financial aid.

### **Application Procedures**

To receive a Next Step Scholarship, the student must have completed the Pre-Nursing major and provide a copy of their high school diploma or GED.

### **Eligibility Requirement**

The student must have a high school diploma or GED, completed the Pre-Nursing major, and be accepted in the Practical Nursing major.

### **Criteria for selecting Recipients from Group of Eligible Applicants**

All students who meet the eligibility requirements and make application receive scholarships.

### **WORKFORCE INVESTMENT ACT**

Workforce Investment act is a federal program which provides job search support and training to eligible persons. Green Country Tech is on the approved list of training providers in the state of Oklahoma. Contact Jim Beard in Guidance/Financial Aid, for further information.

### **VOCATIONAL REHABILITATION**

This is a program of assistance for individuals who are physically or mentally disabled. Services include testing, psychological evaluation, medical examination and counseling services. In some cases Vocational Rehabilitation pays tuition, fees, books and supply costs. Contact Jim Beard, in Guidance/Financial Aid for further information.

### **BUREAU OF INDIAN AFFAIRS**

Assistance is provided to individuals who are at least 1/4 Indian and listed on tribal rolls. Tribes handle assistance through tribal and area offices. Grants may provide tuition, supplies and living expenses. Contact Jim Beard, in Guidance/Financial Aid, for further information.

### **VETERANS BENEFITS**

Any veteran who meets eligibility requirements may attend the VA approved daytime classes. Individuals who wish to attend Green Country Tech and expect to receive monthly educational stipends must present a court-certified copy of VA form DD214. Both half and full-time benefits are available. Contact Mike Carman in front office for further information.

### **VETERAN/VOCATIONAL REHABILITATION BENEFITS**

Some veterans who have been determined by the Veteran's Administration to possess at least 20 percent service-related disability may be eligible for special benefits under the VA/VCR program. Benefits such as tuition assistance and purchase of required supplies may be available to the qualified veteran. For further information contact Mike Carman in front office for further information.

### **INFORMATION ON PREVENTING DRUG AND ALCOHOL ABUSE**

Green Country Technology Center provides information to all students at the beginning of school which are designed to inform students about the Board of Education's Drug Free School and Campus Policy, to educate students about the dangers of drug abuse, and to provide information about drug counseling and rehabilitation services. Green Country Tech has Drug Free Workplace information available in the front office, the Academic Center, and the counselor's office.

### **REFERRAL AGENCIES FOR SERVICES, SUPPORT, AND DEPENDENCY REHABILITATION**

#### **American Cancer Society National Hotline**

**1-800-733-9888**

Services: Drug and housing assistance; medical equipment

Fee: None

#### **American Red Cross – Okmulgee County**

211 East Seventh

Okmulgee, OK 74447

Service: Disaster service, single family fires AIDS/HIV Education, swimming program, blood drive

Fee: None

#### **Anne Moroney Youth Services**

1950 North Okmulgee Street

Okmulgee, OK 74447

Service: temporary emergency shelter for youth through 18, parent education classes, attendant care, child abuse referral & crisis intervention & short-term referral

**CREOKS Mental Health Services**

918-756-9250 - 323 W 6<sup>th</sup> – adult

918-756-0990 - 317 W 7<sup>th</sup> – juvenile

Okmulgee, OK 74447

Service: adult clinic, therapeutic groups, individual counseling, family counseling

**D.A.R.E./Drug Abuse Resistance Education**

A project of the Okmulgee County Sheriff's Department

918-756-4311

Service: education program aimed at teaching students how to say no to drugs, gangs, and violence

**Deep Fork Community Action**

918-652-2147 - 123 North 7th

Henryetta, OK 74437

Service: emergency food, clothing, utilities, FEMA = rent or house payment, food stamp issuance, commodities

**Department of Human Services**

918-752-2000 – 5005 North Wood Drive

Okmulgee, OK 74447

Service: for financially, medically, and socially needy: aid to blind, disabled, aged & families with dependent children; Medicaid; food stamps; energy assistance

**Department of Rehabilitation Services**

918-756-6435, 918-756-7532 – PO Box 678

OSUIT Okmulgee, OK 74447

Service: vocational counseling, physical and mental restoration services, vocational training, interpreter services for the deaf, reader services for the blind

**Eastern Workforce Development Board**

918-756-5792 – 1801 E. 4<sup>th</sup> Street

Okmulgee, OK 74447

Service: assistance in studying to obtain GED certificate and testing

**George Nigh Rehabilitation Institute**

918-756-9211 – 900 East Airport Road

Okmulgee, OK 74447

Service: medical-physical therapy, occupational therapy, nursing-speech therapy

**Oaks Rehabilitative Services Center**

918-756-5905 – 311 West Eight Street

Okmulgee, OK 74447

Service: aftercare counseling, assessment and referral, DUI assessment, client education on drug abuse

**Okmulgee County Child Guidance Clinic**

918-756-6324 – 1304 E. Walnut

Okmulgee, OK 74447

Service: provides evaluation for children 1-18 in psychological, developmental, speech/language and hearing; group and individual and family treatment for emotional, behavioral, and learning problems

**Okmulgee County Family Resources Center, Inc.**

918-756-2549 – PO Box 73

Okmulgee, OK 74447

Service: safehouse, 24 hour crisis line – 756-2545, emergency transportation to safe shelter, counseling, peer support, group counseling, court advocacy, rape response team, food and clothing, CASA

**Okmulgee County Health Department**

918-756-1883 – 1304 East Walnut

Okmulgee, OK 74447

Service: immunizations, lead screening, sexually transmitted disease clinic, WIC, parent education, family counseling, well-child clinic

**OPTIONS**

918-758-0177 – 604 East Sixth

Okmulgee, OK 74447

Service: vocational training and employment services for people with developmental disabilities

**Soonerstart**

918-756-1883 – 1304 E. Walnut

Okmulgee, OK 74447

Service: serving infants and toddlers through 36 months of age who have developmental delays or have a physical or mental condition which will most likely cause a developmental delay

**The Salvation Army**

918-756-9224 312 West Sixth

Okmulgee, OK 74447

Service: utility assistance, share the warmth program, FEMA, food pantry, thrift store, travel aid for transients, Oklahoma vision usa

**VFW Post 539**

918-652-4152 – 1607 NE 4<sup>th</sup> Street

Henryetta, OK 74437

Service: all services for veterans; their widows or dependents, assistance in completing applications for pensions or compensation, loan of hospital equipment

**VFW Post 1189**

918-756-7559 – 1427 North Okmulgee

Okmulgee, OK 74447

Service: all services for veterans; their widows or dependents, assistance in completing applications for pensions or compensation, loan of hospital equipment

**Workforce Investment Act**

918-756-5791

Services: targeted to find training and employment for individuals

**Okmulgee County Support Groups**

**AA & AlAnon – Henryetta**

652-4168, 652-2755, 652-2625

**AA-Alcoholics Anonymous – Okmulgee**

756-8043

**Cocaine Anonymous**

Meets Wednesday 7:30 p.m. at 503 ½ East 5<sup>th</sup> in Okmulgee

**Narcotics Anonymous**

918-758-0549

**Okmulgee Diabetic Support Group**

756-8310

Meets last Monday each month at Okmulgee Memorial Hospital classroom

**State Veterans Representative**

Meets with interested parties at the Okmulgee Action Center, 313 West 8<sup>th</sup>, Okmulgee every Thursday from 9-3

**Sources of Free Catalogs of Alcohol and Other Drug Use Publications**

1-800-328-9000 – Hazelden Educational Materials

A source of pamphlets and books on drug use and alcoholism and curriculum materials for drug prevention.

1-800-527-5344 – American Council on Alcoholism

A source for pamphlets, booklets, and fact sheets on alcoholism and drug use.

1-301-468-0985 – National Association for Children of Alcoholics

A source for books, pamphlets, and handbooks for children of alcoholics. Conducts regional workshops and provides a directory of local members and meetings.

**NON DISCRIMINATION STATEMENT**

It is the policy of Green Country Technology Center to provide equal opportunities without regard to race, color, national origin, gender/sex, age, qualified handicap, marital or veteran status, or the presence of non-job related medical conditions or disabilities in any of its educational programs and activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning application of this policy may be referred to Mike Carman, Title IX/Section 504 Compliance Coordinator, 1100 N. Loop 56, Okmulgee 74447, 918.758.0840.