GENERAL INFORMATION

School Hours

<table>
<thead>
<tr>
<th>Campus</th>
<th>Morning Session</th>
<th>Afternoon Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drumright</td>
<td>8:25 a.m. to 11:15 a.m.</td>
<td>12:45 p.m. to 3:35 p.m.</td>
</tr>
<tr>
<td>Sapulpa</td>
<td>8:25 a.m. to 11:15 a.m.</td>
<td>12:25 p.m. to 3:15 p.m.</td>
</tr>
</tbody>
</table>

GENERAL POLICIES/PROCEDURES

Academic Integrity
Academic dishonesty or misconduct is neither condoned nor tolerated at Central Tech. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: The representation of previously written, published or creative work as one’s own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized access to exams; (5) Fraudulent alteration of academic materials; (6) Knowingly cooperating with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others.

Appropriate School Attire
Suitable attire and grooming are dictated by the needs of the training area and safe working practices as determined by the instructor. Appropriate dress is modeled on educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

Breaks
Each class may have a break at a designated time. Students must take breaks in the student commons area. Identification badges must be worn at all times. Students are not allowed to go to their cars or outside the commons area during break. Use of tobacco or simulated tobacco products on the Central Tech campus is not allowed.

Counseling
A full-time counseling staff is available to help students with attendance, career, educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

Electronic Communication Devices
Any and all electronic communication devices are to be used for educational purposes only and are not to interrupt or hinder the educational process. Electronic devices (including computers and the Internet) are not to be used for obtaining or storing inappropriate or copyrighted material (including music, videos and movies) or disrupting the network. Students are to read and sign the Internet Use policy before working practices as determined by the instructor. Appropriate dress is modeled on educational, and personal issues. Students must have permission from their instructor to leave class to talk with a counselor. Appointments with the counselor should be made in advance when possible.

Finance and Assistance - (Post-secondary students only)
For information concerning financial assistance, contact the Financial Aid Advisor in the Student Services Department. Consumer information is available in the Student Services office and at www.centraltech.edu.

Food and Drink
Food and drink are available in the break area. Each individual is responsible for keeping the break area clean. Food and drinks are not permitted in classrooms, shops, labs or Seminar Center without prior approval.

Grievance Procedure
A grievance is a complaint set forth by any student enrolled at Central Tech whereby the student alleges a violation concerning the non-discrimination clause. This includes any violation in regard to discrimination on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status. The procedure will be as follows:

A. The student shall communicate the grievance in writing to the Campus Director. If the Campus Director is unable to resolve the problem, the grievance will be forwarded to the Assistant Superintendent for Instruction, who is the compliance officer.

B. Upon written submission of the grievance to the compliance officer, the compliance officer shall notify the parents of a student under 18 years of age of such action taken by the student.

C. The compliance officer shall present the complaint to a Grievance Committee, appointed by the Superintendent, for evaluation and thorough investigation of the grievance.

D. Should the committee determine the grievance does not warrant a hearing, the student shall have the right to appeal the decision to the Superintendent. This appeal must be in writing and made within five days of the decision rendered.

E. Should the committee determine the grievance does warrant a hearing, a date for the hearing shall be set within ten days from the receipt of the complaint. The compliance officer, members of the Grievance Committee, the student and parents of a student under 18 years of age shall be present at the hearing.

F. The Grievance Committee shall make recommendations toward a resolution of the grievance. If the student is satisfied, the complaint shall be dismissed. If not, the student shall appeal to the Superintendent for further action.

G. Contact information for submitting grievance:
  - LaDonna Gear, Campus Director, Drumright Campus (918) 352-2551 X 289, lgear@centraltech.edu
  - Kim Howard, Campus Director, Sapulpa Campus (918) 224-9300 X 102, khoward@centraltech.edu
  - Patti Pouncil, Assistant Superintendent (918) 352-2551 X 285, ppouncil@centraltech.edu

High School Credit
High school students may earn 1 1/2 to 2 units of credit on their high school transcript for each semester successfully completed at Central Tech. The partner high school determines how many credits are earned, with a minimum of 3 credits and a maximum of 4 credits for one full year of half-day attendance.

Identification Badges
Students will be issued an identification badge with the student’s legal name and shall be worn in plain sight at all times while on the Central Tech campus. Students must pay for lost badges. In addition, if a student has permission from the instructor to go outside of the building for any reason during class hours, the class’s lanyard must be worn.

Job Referral Available
Job referral information is available to all students who satisfactorily complete a full-time career major.

Parent Portal
Parents are the most important influence in a child’s education. Central Tech now offers parents or guardians real-time, on-line access to students’ grades. Parents will be notified how to access this information.

Post-Secondary Students
Any student who is currently enrolled in high school is classified as a post-secondary student. Post-secondary students are expected to follow the school policies and regulations the same as high school students.

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

Requirements for Continued Enrollment
Factors considered to continue enrollment include attendance, work performance, behavior, following Central Tech’s policies, maintaining good financial standing as agreed, and achieving satisfactory progress in the instructional area. (Satisfactory progress will be determined as a grade point average of 2.0 or better.) Any student denied enrollment for completion of the second semester or second year of training may request a conference with the Campus Director.
School Closing Notification
Should it be necessary to close school due to inclement weather, announcements will be made over local television and radio stations as well as being posted on the Central Tech web site and television web sites. A voice message will also be placed on the school’s telephone line that can be accessed by calling 918-352-2551 (Drumright) or 918-224-9300 (Sapulpa). In addition, an automated call will notify the phone number identified on the student's official record. Please consult your local television and/or radio station for closure.

- Since Central Tech has campuses in both Drumright and Sapulpa, students should check the listings carefully to be sure the correct campus is specified as being closed.
- Students should also note whether it is being announced that day or evening classes are being cancelled.
- Students will not be counted absent from Central Tech on days their high school is closed due to inclement weather.

Smoking and Tobacco
The use of any tobacco products and the use or possession of simulated tobacco products, including but not limited to cloves, bidis, kretex and e-cigarette vapor smoking with/without nicotine, is specifically prohibited on Central Tech campuses in Drumright and Sapulpa, which includes buildings, land and vehicles used by the school.

Student Withdrawal
To withdraw from class, a student must first visit with his/her instructor and counselor and then complete a withdrawal form in the Student Services office. Secondary students may be withdrawn upon the request of the parents or the partner high school. Students are automatically withdrawn after 10 consecutive days of absence with no contact to the school. All fees and tuition must be paid at the time of withdrawal.

Textbook and Equipment Care
Students are responsible for the care of all school-owned property assigned to them for their use. Normal wear, tear and damage are understandable in the educational process. If items are stolen, lost, or destroyed through irresponsible action, the student will be charged the purchase price for replacement.

Visitors
Visitors wishing to tour our facilities must register and pick up a visitor’s badge. Visitors will not be allowed to visit students during class without prior permission of the administration AND the classroom instructor.

ATTENDANCE

Attendance Policy
Attendance is the highest priority at Central Tech, just as it is on the job. Students are expected to be in school every day our classes are in session. If not here, students are missing instructional time and will be counted absent. Failure to participate in class projects daily will result in poor performance and a void in skill achievement. Students are expected to attend Central Tech classes even when the partner high school may be dismissed for the day (except in the event the partner school is cancelled due to inclement weather). Students with good attendance may expect: (1) an opportunity to participate in field trips, contests, internship/Project Based Learning on-the-job training; (2) opportunities for awards and recognition; and (3) employment opportunities after satisfactorily completing their courses. In order to prepare graduates for employment, attendance records will be maintained. The following attendance policies will be implemented:

1. Students are expected to attend at least 90% of instructional time. Absences are recorded as “excused” or “not excused.” However, emergency leave (such as hospitalization) will be considered on an individual basis. Documentation of an emergency must be presented to a Central Tech administrator as soon as the student returns to school.
2. Excused absences include: documented illness or injury, doctor or dental appointments, emergency in the immediate family, military duties, and bereavement. Documentation must be submitted to the attendance office no later than five days from the date of the absence to be excused.
3. Emergency leave cannot exceed 10 consecutive days and may be used only one time per year. Emergency Leave must be requested in writing by the parent/guardian of secondary student or by the post-secondary student no later than five days after the absence or three days after the close of the semester.
4. Students must attend at least 2 hours of the class to be counted present.
5. It is the student’s responsibility to notify the attendance office each day absent. Parents may call to verify absences for secondary students. The attendance office number is 918-352-2551, extension 206, at the Drumright Campus. The attendance office number at the Sapulpa Campus is 918-224-9300, extension 100. Parents are notified by automated phone call when a high school student is absent unless the parent has contacted the school prior to the absence.

6. A school activity must be verified by the partner school administrator or attendance office no later than five days from the date of the activity, or it will be counted as an absence. School activities are limited by state school regulation to a total of 10 per school year. After 10 school activities, the student will be counted absent unless the student is competing in a state or national competition sponsored by his or her high school or Central Tech.
7. Eligibility to participate in home school or Central Tech school activities will be verified based on attendance, grades and conduct. Students on contracts will not be eligible to participate in school activities, including field trips and contests.
8. Parents or post-secondary students will be notified when the student reaches four class section absences in one semester. Any student whose attendance drops below 90% shall be subject to termination from Central Tech and/or loss of a certificate or credit. A conference will be scheduled with students at that time. Extenuating circumstances that have been discussed with an administrator immediately following an absence will be considered.
9. Contact hours as required by state licensing and state boards, or national certification standards, may be made up according to individual class grading standards. Make-up hours do not erase absences, however.
10. Awards such as National Technical Honor Society, Outstanding Student, Honor Rolls or Vocational Excellence are based in part on attendance. Students must be aware of such award requirements.

Early Dismissals/Tardies
Being on time to class is very important. Employers encourage Central Tech to emphasize punctuality for all students. Therefore, three tardies and/or early dismissals will count as one class section absence. Students must attend at least 2 hours of the class section to be counted present. Students who are frequently late may also lose their break and/or their driving privileges or be subject to other disciplinary actions as deemed appropriate by Central Tech administration.

Permission to Leave School
Any high school or post-secondary student who leaves school during class must secure permission from the instructor and the administration office before leaving. For high school students, verbal permission is required from a parent, guardian, or home school authority. Failure to follow this procedure will be considered an absence and/or truancy.

DISCIPLINE

Student Behavior
Students are expected to be cooperative in maintaining a positive instructional environment and to be respectful to others. Students who fail to live up to this responsibility face disciplinary action according to school policies and state law.

Suspension of Students
The administrative staff has the authority to discipline a student for inappropriate behavior such as, but not limited to, any of the following acts while in attendance at Central Tech, in transit by school transportation, under school supervision to, from, or at any school function authorized by the school district, or when present at any facility under the control of the school district. Unacceptable behaviors such as those listed below are prohibited and will be addressed by a conference with the Director or Assistant Director and may also result in disciplinary action.

1. Immorality, profanity (not limited to verbal usage) or pornography
2. Violation of school rules, regulations or policies and/or state laws
3. Insubordination or not responding appropriately to authority
4. Possession, threat, or use of a dangerous weapon
5. Assault and battery
6. Possession of, or under the influence of, any illegal drugs, alcohol, or any mind-altering substance; or possession of drug paraphernalia
7. Conduct which jeopardizes the safety of others – including fighting or disruptive behavior
8. Conduct which disrupts the educational process or operation of the school
9. Truancy and/or excessive absenteeism
10. Stealing, gambling, misinformation, extortion, or cheating
11. Sexual harassment
12. Harassment, intimidation, or bullying

Types of Disciplinary Actions in Order of Consideration:

1. Alternative disciplinary measures as deemed appropriate by instructor or administrator including, but not limited to, behavior contract, conference, letter to parent(s) or guardian(s), referral to counselor, probation, and/or restriction of privileges.
2. In-House Detention: Out-of-class assignments at Central Tech. Duties outside of the classroom will be assigned by the Director or Assistant Director in cooperation with the classroom instructor.
3. Short-term Suspension: Removal from school for up to 10 days.
4. Long-term Suspension: Removal from school for more than 10 days up to the remainder of the current semester plus the next semester or up to one full calendar year.

**Due Process Procedure**

When a short- or long-term suspension is contemplated, the following due process procedures shall apply:

1. Alternative in-school placement options will be considered and applied, if appropriate, before out-of-school suspension is initiated.
2. **Short-Term Suspension:** An administrator may suspend a student for up to ten days provided the student has first been advised of the infraction and has been given an opportunity to respond to the allegation.
3. **Long-term Suspension:** When a suspension of more than ten days is contemplated, the administrator should follow the procedures for implementing a short-term suspension and notify the students and/or parents of the recommended long-term suspension. The student and/or parents shall have three days from the date of the suspension to advise Central Tech in writing if they will request a hearing to appeal the suspension. The hearing will be held before a Hearing Committee composed of three members of the staff identified by the Assistant Superintendent for Instruction. The hearing will be scheduled within ten school days of the date of the initial suspension.
4. **Appeal of Long-term Suspension:** If the long-term suspension is upheld by the Hearing Committee, the student and/or parent may request an appeal before the Superintendent. Such request must be in writing and directed to the Superintendent within five school days of the decision of the Hearing Committee. The decision of the Superintendent can be appealed to the Board of Education by submitting a request in writing to the Superintendent within three days of the Superintendent’s decision. The decision of the Board of Education shall be final.
5. **Extracurricular Activities:** A student may not be on school property or attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension (i.e., if suspended from school through Friday, suspension is effective until the next school day, Monday).
6. **Education Plan:** Any student who is suspended for more than five days and who is enrolled in core unit subjects shall be provided with an education plan. An education plan meeting IDEA regulations will be provided for a student on an IEP. The plan shall set out the procedures for education and shall address academic credit for work satisfactorily completed. The provisions of this subsection shall not apply to a student who has been suspended for possession of a dangerous weapon or a controlled dangerous substance.
7. **Suspension from the Partner School:** A student suspended from the partner school may also be suspended from Central Tech upon notification and request from the partner school officials. Likewise, a student suspended from Central Tech may also be suspended from the partner school upon request of Central Tech administration.

**SAFETY/SECURITY**

**Asbestos Management**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. Central Tech has complied with this act. An asbestos management plan documenting these inspections is kept on file for public review. To view the plan, please contact the maintenance office at the respective Central Tech campus.

**Campus Police**

Central Tech believes in providing safe facilities, surroundings and activities for employees, students and employers. Students and employees are encouraged to be responsible for their own security as well as the security of others. In the event of a crime or other emergency, however, prompt and accurate reporting is encouraged by contacting the Campus Director or Assistant Director. He/She will then contact the Campus Police Department, which has full legal authority and also works cooperatively with local law enforcement officials. The Central Tech Campus Police Department is a C.L.E.E.T. recognized police department staffed by C.L.E.E.T. certified peace officers. Any person who threatens the health or safety of students or employees on campus, according to Oklahoma School Law, may be directed to leave the school campus and cannot enter the campus for six months after that time without permission of the superintendent or assistant superintendent.

**Campus Searches**

To discourage the use and transportation of any unlawful substances, the Board of Education has authorized searches of campus facilities by a trained dog and handler. Searches may be conducted at any time, without notice. Searches may include classrooms, lockers, shops, and any other school property or students' possessions. Searches may also include student parking lots. All vehicles driven by students on to school property, whether or not owned by said student, will be subject to a search. If the dog “alerts” to indicate that prohibited substances are present, the area will be further searched. Parent(s) and/or guardian(s) of high school students will be notified if prohibited substances are found. Law enforcement officials will be contacted if possession of any unlawful substance is verified (with secondary or post-secondary students). Law enforcement officials will also be contacted if difficulty is encountered with the student(s) in question.

**Campus Security**

To maintain a safe environment for students, all doors except the main entrance will be locked at the Drumright campus. Students may enter the south door 30 minutes prior to the beginning of class. At all other times, the main entrance door must be used. Surveillance cameras are in place inside and outside the building at both the Drumright and Sapulpa campuses.

**Dangerous Weapons**

The possession or use of dangerous weapons while a student is in attendance at Central Tech, at any function authorized by the school, or while in transit to or from Central Tech on school transportation, is expressly prohibited. 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 in Section 1272 below:

- any pistol; revolver; shotgun or rifle whether loaded or unloaded; or any blackjack; loaded cane; billy club; hand chain; metal knuckles; or any other offensive weapon.

Central Tech Administration will determine what constitutes a 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 term less than one calendar year (for weapons other than firearms) as determined by the administration. Such weapon will be confiscated and released only to law enforcement authorities.

**Gun-Free Schools**

It is the policy of this school district to comply fully with the Gun-Free School 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, may be removed from school for not less than one full calendar day. Such firearm will be confiscated and released only to a law enforcement authority.

**Harassment, Intimidation and Bullying**

The School Safety and Bullying Prevention Act defines the term “bullying” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication 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 that a reasonable person should recognize will: harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. The prevention of and education about harassment, intimidation and bullying to Central Tech students will be addressed on a yearly basis. Anyone alleging bullying, harassment or intimidation have occurred should contact the Assistant Campus Director. As much written detailed information as possible should be provided. Board policy is available at centraltech.edu or upon request.

**Insurance**

While every effort is made to prevent accidents and injuries, the nature of the instruction is such that the possibility of injury is greater than in an academic program. Therefore, students are requested to carry personal insurance to cover the costs of caring for any accident that may occur. Central Tech provides information from an independent company to consider regarding various levels of student accident insurance, which is offered for a nominal cost. Central Tech does not endorse any individual policy or company.

**Personal Property**

It is the responsibility of each individual to care for and safeguard his/her personal belongings. At no time shall Central Tech be responsible for lost, stolen or damaged personal items.

**Sexual Harassment**

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender or sex. This conduct may include, but is not limited to, inappropriate electronic communication, touching, verbal comments, name calling,
spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault. Incidents of sexual harassment should be reported to an Instructor, Counselor, Campus Director or Assistant Campus Director.

**Student Searches**

Students should be free from unreasonable search and seizure by school officials. However, school officials shall have the authority to search a student's possessions and property whenever there is reasonable suspicion that a student may possess items resulting in violation of school policy including, but not limited to, possible stolen merchandise, drugs, weapons or tobacco. A student who refuses to peacefully submit to a search or who refuses to turn over items discovered as a result of a search will be subject to disciplinary action, usually resulting in suspension.

**TRANSPORTATION**

**Student Behavior on School Buses**

Students may ride Central Tech buses as long as they adhere to the policies regarding student behavior while on the bus. Students must comply with bus driver guidelines at all times. The bus driver is to be respected and obeyed. Central Tech buses are equipped with cameras.

**Transportation**

Bus transportation is provided to and from partner high schools. Several high schools require students to ride the bus and others allow them to drive their own vehicles. High school students should check with their administration to be aware of their school’s policy. However, all high school students are encouraged to ride the bus. Buses will depart from the partner high school on a regular schedule. Students will be returned to their respective high schools immediately after classes.

Post-secondary students may also ride the buses on a space-available basis in accordance with the partner school policy and with the permission of the Central Tech Director or Assistant Director. Students who drive must display a parking permit on their vehicle. All students must go directly inside the building once they arrive on campus; students are not to remain in vehicles or the parking lot. Transportation will be provided for students to participate in Central Tech activities; students must utilize this transportation unless emergency situations are approved by Central Tech administration.

**Vehicle Regulations**

1. All students must complete and have on file the Student Transportation Form.
2. High school students driving personal vehicles to Central Tech must have permission from the partner school and must register the vehicle at Central Tech during the first week of school.
3. Both post-secondary and secondary students must purchase a Central Tech parking sticker and have it displayed visibly in the vehicle. Failure to do so may result in loss of driving privileges.
4. All students must park in the designated parking lots. Vehicles in violation of parking guidelines may be towed.
5. Students are not to be in vehicles or the parking lot during breaks or during class hours. Upon arrival at school, students need to go directly inside the building.
6. Any vehicle driven on to the Central Tech campus may be searched at any time by Central Tech administrative personnel and/or Central Tech contracted canine detection units while parked on school grounds. By parking on school grounds, students are granting permission for random or scheduled vehicle searches.
7. Damage and losses to personal vehicles or any student possessions will be at the risk of the owner.
8. Safe driving habits on campus are mandatory. Driving privileges may be revoked for not obeying traffic laws or practicing safe driving habits to and from Central Tech, or for leaving campus without proper authorization.

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**National Technical Honor Society**

**Membership Requirements**

A NTHS member must be enrolled full-time at Central Technology Center.

**A NTHS member shall:**

- have a desire to pursue a career in the field of his/her technical studies,
- exhibit dependability,
- be of worthy character,
- have good mentality,
- exhibit creditable achievement,
- have a commendable attitude, and
- be recommended by the instructor.

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**A NTHS member shall have:**

- A grade of “A” in technical instruction at Central Tech for the first three grading terms of the application year, and
- A grade no lower than “B” in academic courses at Central Tech and/or the partner school for first semester of the application year, excluding Central Tech career major grade (secondary students only), and
- At least 97% in attendance and punctuality (This means no more than five absences through the third nine weeks.), and
- No probationary or disciplinary actions during the application year.

**A NTHS member shall:**

- Be a member of a local, state, and national career tech student organization (BPA, HOSA, SkillsUSA), and;
- Make a significant contribution to community service and/or school projects.

**A NTHS member shall receive:**

Official NTHS membership certificate, pin, card, window decal and newsletter, official seal to be attached to Central Tech certificate, participation in the official NTHS induction ceremony, and up to three letters of recommendation, on the member's behalf, for a job application or college admission. (Letters are available upon request to the NTHS national office.)

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<tr>
<th>Central Tech 2016-2017 Schedule of Events</th>
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<tbody>
<tr>
<td><strong>First Quarter</strong></td>
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<tr>
<td>August 17, 2016</td>
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<td>September 5, 2016</td>
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<tr>
<td>October 14, 2016</td>
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<td>October 20, 2016</td>
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<td>October 21, 2016</td>
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<tr>
<td><strong>Second Quarter</strong></td>
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<td>October 17, 2016</td>
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<tr>
<td>November 23-25, 2016</td>
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<td>December 20, 2016</td>
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<td>December 21, 2016 – January 3, 2017</td>
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<tr>
<td><strong>Third Quarter</strong></td>
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<td>January 4, 2017</td>
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<td>January 16, 2017</td>
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<td>February 19, 2017</td>
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<td>February 20, 2017</td>
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<tr>
<td>March 10, 2017</td>
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<tr>
<td><strong>Fourth Quarter</strong></td>
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<tr>
<td>March 13 – 17, 2017</td>
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<tr>
<td>March 20, 2017</td>
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<tr>
<td>April 24, 2017</td>
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<td>May 24, 2017</td>
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Central Tech offers career and technical training under the national career cluster framework. Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Pati Prousa, Assistant Superintendent, the designated compliance coordinator, at 918-352-2551, Monday through Friday between 8:00 am and 4:30 pm.

For further information on non-discrimination, visit: http://wdcrocolep01.ed.gov/CFAPPSS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Revised July 2016