

**SECTION 6: PARENT & STUDENT INFORMATION**

**Student Handbook**

Students will be given a copy of the Northwest Technology Center (NWTC) *Student Handbook* at the beginning of the school year. It is each student's responsibility to review the information contained in the handbook and abide by the rules and regulations. Several important aspects of information in the *Student Handbook* are summarized below. Please review each.

**Code of Conduct:**

Students are expected to conduct themselves in an appropriate manner at all times. The sending high school and NWTC work together cooperatively with students in matters of student conduct. If misconduct occurs at NWTC, on school property, or on school sponsored activities, disciplinary actions will be taken by NWTC. Misconduct at NWTC can lead to suspension or termination from the Career Tech program of study. The sending high school will be notified of any disciplinary condition that exists at NWTC.

**Attendance Policy:**

It is the policy of NWTC that students must attend a minimum of 90% for successful completion of the Career Tech program of study. Students who do not maintain this minimum requirement may be dismissed from NWTC and denied a passing grade. School activity absences, extended illness confirmed by a doctor's statement, or absences deemed unavoidable by the school administrator will not be charged against the minimum attendance requirement. NWTC requests that parents notify the school when a student is absent. The student will not be admitted back to class until the absence is verified by the parent. Attendance reports will be communicated daily to the sending high school.

**Drug-Free School and Campuses Program:**

Northwest Technology Center commits to a continuing good faith effort to maintain a drug-free environment. The "Code of Conduct" for students explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as any part of a school activity. Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy.

**Student Agreement:** Signature indicates that the student has read and understands the above information on *Student Handbook*, *Code of Conduct*, and *Attendance Policy*, as well as the *Internet Agreement* in Section 4 and *Safety Information* in Section 5, and agrees to abide by the guidelines therein.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Agreement:** Signature indicates that the parent/guardian has reviewed all parts of the enrollment form and that accurate information has been provided.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Northwest Technology Center does not discriminate against any individual on the basis of sex/gender, race, color, religion, age, national origin, disability, or veteran status in the operation of its educational programs, activities, recruitment, admissions, financial aid, or employment practices. Inquiries may be referred to NWTC Compliance Coordinator, 801 Vo-Tech Drive., Fairview, OK 73737, (580) 227-3708 or 1801 S. 11<sup>th</sup> St., Alva, OK, 73717, (580) 327-0344.



**Northwest Technology Center**  
1801 South 11<sup>th</sup> Street ♦ Alva, Oklahoma 73717  
580.327.0344 Phone

**HIGH SCHOOL STUDENT ENROLLMENT FORM**

**SECTION 1: PERSONAL INFORMATION**

NAME: \_\_\_\_\_ SENDING HIGH SCHOOL: \_\_\_\_\_  
(First) (MI) (Last)

CURRENT GRADE LEVEL: \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

STUDENT E-MAIL/INTERNET CONTACT: \_\_\_\_\_ STUDENT PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAMES OF PARENT(S)/GUARDIAN(S):

FATHER: \_\_\_\_\_ MOTHER: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ FATHER'S PHONE: \_\_\_\_\_ MOTHER'S PHONE: \_\_\_\_\_

PARENT(S) E-MAIL: \_\_\_\_\_

FATHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_

MOTHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_

OPTIONAL - ALL INFORMATION GIVEN IS CONFIDENTIAL and is used for our enrollment reporting only.

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_

**SECTION 2: PROGRAM OF STUDY**

*Career Majors are available in the programs of study listed below.*

*Place a "1" by your first choice and a "2" by your second choice.*

\_\_\_\_\_ **AUTOMOTIVE TECHNOLOGY** \_\_\_\_\_ **AUTOMOTIVE COLLISION TECHNOLOGY**

\_\_\_\_\_ **BUSINESS AND INFORMATION TECHNOLOGY** \_\_\_\_\_ **CONSTRUCTION TRADES**

\_\_\_\_\_ **HEALTH CAREERS CERTIFICATION** \_\_\_\_\_ **WEB DEV/GRAPHIC DESIGN**

Indicate Time Preference: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ 3 hour block \_\_\_\_\_ 2 hour block

Indicate interest in taking a mathematics course while attending a Career Tech Program of study:

\_\_\_\_\_ **Algebra 2** \_\_\_\_\_ **Geometry** \_\_\_\_\_ **Math of Finance**

- All students will participate in an assessment process to assist in program placement and career counseling.
- Please list any modifications/accommodations needed in order to be successful in the assessment process or the program of study: \_\_\_\_\_

**(Please attach copy of H.S. Transcript and results of ACT PLAN Assessment)**

**High School Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 3: PARENT/GUARDIAN RELEASES**

**Student Information/Confidential Records**

For students under the age of 18, Parents must grant permission for Northwest Technology Center to obtain and/or transfer student information, including confidential records from/to educational institutions, present and prospective employers, social service agencies, mental health professionals, or sponsoring agencies as deemed appropriate.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

High School Students who are 18 years or older must sign to release/transfer their student information.

**Student (18 years or older) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Photo/Video Images**

Parent/student signature acknowledges permission for the use of said student’s photographic likeness and related statements in preparation and distribution of advertising, promotional material, instructional media, etc. including but not limited to: videos, multimedia presentations, web-based and print curriculum, brochures, and other functions attesting to the positive promotion of Northwest Technology Center. Conditions of this release state that approved photographic likeness will not be utilized for any other purposes such as profit or economic gain, and all photographs/images remain the property of Northwest Technology Center.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student (18 years or older) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 4: INTERNET USE AGREEMENT**

Use of Computing Resources and Internet Use

All Northwest Technology Center Students must agree to acceptable use of school computing resources and acceptable use of the Internet as outlined in **Policy 4.19 Internet Use**. These guidelines list the terms and conditions of appropriate use and list the penalties for inappropriate use. Students will be given copies of the **Internet Use Policy** along with an expectation that guidelines will be followed. Students who do not agree to the terms and conditions of the Policy will be denied use of computers/internet; students who sign the agreement and then violate the policy will be denied use of computers/internet and be subject to disciplinary action including possible suspension or expulsion from school.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student (18 years or older) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 5: SAFETY, MEDICAL, AND EMERGENCY INFORMATION**

**Safety**

It is understood that students will be instructed in the correct safety procedures and proper use of equipment before being allowed to operate the equipment. Each student must assume personal responsibility for following safe practices and agree to the following general safety code:

1. Follow all safety rules.
2. Do not use equipment without first having permission from the instructor.
3. Do not ask permission to use a particular machine unless you have been instructed on its use and have made a 100% on that machine safety test.
4. Report any accident or injury to the instructor immediately.
5. Understand that a violation of safety procedures may be reason for discipline including possible termination from the program.

**Medical Information** (please write **NONE** if the item does not apply)

Allergies: \_\_\_\_\_

Specific medical problems: \_\_\_\_\_

Physical disabilities or limitations: \_\_\_\_\_

Other medical conditions: \_\_\_\_\_

Prescriptions/medications currently being taken: \_\_\_\_\_

**Emergency Information:**

It is understood that consent is given in advance of emergency treatment required while student is attending school or participating in school-related activities and that school personnel will exercise their best judgment should action be warranted to ensure your student’s safety, life, and health. In case of an emergency situation, attempts will be made to contact parent/guardian or a designated alternate contact.

Alternate Emergency Contact (if parent/guardian can not be reached):

Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_