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POLICY MANUAL

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Copyright

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PHILOSOPHY

The educational program of the technology center will focus on the individual. In assisting each individual to become a responsible citizen, the technology center is contributing to the betterment of our nation and society as a whole. Education is essential to the development of character, physical and mental health, and emotional security and provides the foundation for successful living in an ever changing world.

Vision

Moore Norman Technology Center – where education, business and community work together to create an elevated economy.

Mission

Elevating lives, careers and our economy through innovative education/training and dynamic business solutions.

Core Values

▪ We strive for excellence.
▪ We value relationships.
▪ We model integrity.
INTRODUCTION

The technology center operates according to policies developed and established by the board of education. The board, which represents the local community, develops policies after careful study and deliberation. The board will regularly assess the effects of its policies and make revisions as necessary.

This manual contains the policies that govern the technology center. Policy development in a modern, progressive school system is a dynamic, on-going process. New problems, issues and needs create a continuing need to develop new policies and revise existing ones.
CODE OF ETHICS

As employees and stakeholders of Moore Norman Technology Center we believe that our professional behavior must conform to a high ethical standard. We acknowledge that our school district belongs to the public we serve for the purpose of providing students and business clients with education, training and business solutions required for success in the workplace, in education, and in life.

We assume responsibility for providing professional leadership in our school and our community. This responsibility requires that we demonstrate exemplary professional conduct. We recognize that our actions will be viewed and appraised by all students and stakeholders. To these ends, we subscribe to the following code of ethics.

The board of education, superintendent, administration, faculty, and staff will:

1. Make the well-being of our customers (students, businesses, and the taxpayer’s and patrons of our district) the fundamental value of all decision making and actions.

2. Demonstrate accountability to the taxpayers and patrons of the district and the State of Oklahoma.

3. Operate with the understanding that the role of the board of education is to set policy and direction for the school, and the role of the administration and staff is to implement the policies of the Board in a fair and consistent manner.

4. Not use my position or influence for personal gain.

5. Avoid actions that create a conflict of interest, and strive to avoid action that might appear to create a conflict of interest.

6. Fulfill professional responsibilities with honesty and integrity.

7. Support the Constitution of the State of Oklahoma and the United States of America and obey all federal, state, and local laws.

8. Promote effective communication between the board, students, staff, and community.

9. Improve the effectiveness of the profession through continuing professional development.

Recognizing the unique position of the board of education in the governance of the district, the board of education accepts and affirms additional ethical responsibilities to:
1. Recognize that the citizens of the district have entrusted the board of education with the occupational preparation of the residents of this district.

2. Provide high quality programs, staff and facilities, and ensure that information about the programs is well communicated throughout the district.

3. Never neglect his/her personal obligation to the district or any legal obligation to the state, nor surrender these responsibilities to any other person, group or organization.

4. Devote time, thought, and study to the duties and responsibilities of the position in order to render creditable service.

5. Work with other board members in a spirit of harmony and cooperation even when differences arise during debate of points at issue.

6. Base each decision on available facts and vote an honest conviction based on the best interests of the district, unswayed by partisan bias of any kind, and uphold the final majority decision of the board.

7. Remember that no board member has any legal authority outside properly scheduled meetings of the board, and to conduct any relationships with technology center staff, local citizenry, and others on the basis of this fact.

8. Disallow every temptation and outside pressure to use the position as a board member for personal benefit, or benefit any other individual or agency apart from the total interest of the district.

9. Recognize the importance of board members understanding the educational and training programs and the business operation of the technology center in order to evaluate their effectiveness.

10. Bear in mind that the primary functions of the board of education are to establish the policies and to assist in the development of best possible rules, practices and procedures for implementing and carrying out established policies for district operations and proposed future developments. The day-to-day conduct of the rules, practices and regulations should be left to the employed superintendent/CEO and his/her staff.

11. Encourage and welcome active participation by students, staff and citizens, within the district with respect to establishing policy, rules, practices and procedures for district and proposed future developments.

12. Strive toward ideal conditions for the most effective school board service to the district, in a spirit of teamwork and devotion to career and technology education as an instrument and process to assist students find a meaningful career and to provide assistance to the business community.

Moore Norman Technology Center’s grievance policy will be used for reporting and resolving alleged violations of the district’s code of ethics by the superintendent, administration, faculty, and staff. Reports of an alleged violation by a board member will be reported to any member of the board of education.
LOANING OF TECHNOLOGY CENTER EQUIPMENT

Loaning of technology center equipment and/or furniture is prohibited by all technology center employees, other than the superintendent. When a staff member is requested by individuals or groups to loan technology center-owned equipment, such individuals or groups will be referred to the superintendent.
USE OF TECHNOLOGY CENTER FACILITIES

Standards for Use of School Facilities

The technology center will permit use of school facilities for business or educational purposes. A fee may be charged for the use of facilities.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping other business and educational related activities which support and supplement the efforts of this district.

Procedures for Use of School Facilities

All outside customers who are requesting to use MNTC facilities will be referred to the district’s event planner. The event planner will work with customers to complete the room set up, equipment requests and all other aspects of the meeting or conference needs, including needs which arise during the meeting/conference. Every outside customer, whether paying to use the facilities or using the facilities at no charge, must sign and return the district’s Proposal for Facilities Use which outlines the agreed upon dates, times, purpose, cost (when applicable), and rules for usage. This Proposal will be maintained in the customer’s file.

No event date/time/location is guaranteed until all paperwork has been submitted and approved by the technology center and payment and payment (or a signed purchase order) is received by the event planner.

Prohibited Use

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;

2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;

3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or

4. Any purpose in conflict with school objectives.
**Payment**

Payment by companies or organizations can be made by credit card, cash, money order, business check, or purchase order. Any outstanding balance of the account will be due and payable upon receipt of an MNTC invoice. If paying by Purchase Order, payment must be received net/45 days.

Companies and organizations that have outstanding past-due balances may not schedule future events until the outstanding balances are paid in full.

Payment arrangements for catering or other services at the South Penn Conference Center will be between the caterer or service provider and the company or organization.

**Responsibility of Applicant**

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the technology center for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Moore Norman Technology Center of Cleveland County, Oklahoma, as an additional named insured.

**Cancellations**

In the event the customer wishes to cancel an event, written notice of the intent to cancel must be made to the event planner at least seven (7) days prior to the scheduled event. If timely notice is not provided, the customer may be required to pay all fees outlined in the Proposal.

Additionally, cancellation of permission may be ordered whenever such action is deemed in the best interest of the district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.
Days of Operation

District facilities are open during the following times:

- Monday through Thursday 7:00 a.m. – 10:00 p.m.
- Friday 7:30 a.m. – 4:30 p.m.
- Saturday 7:30 a.m. – 4:00 p.m.

Outside customers needing additional hours may request that these times be extended. Final discretion regarding room rental availability is at the discretion of the event planner and superintendent.

Charges

Outside customers will be charged to use the facilities unless the group wishing to use the facilities falls under one of the following exceptions:

Franklin Road Campus:
- Internal Moore Norman Technology Center groups
- Oklahoma Department of Education
- Oklahoma Department of CareerTech
- City of Moore / City of Norman
- Moore Public Schools / Norman Public Schools
  (school sponsored events, excludes extra-curricular activities)
- Home School Association
- Private schools within our district (sending schools)
- Civic organizations for special meetings / banquets
- Cleveland County Sheriff Department
- Census Bureau
- Cleveland / McClain retired educators
- Oklahoma City Police Department

South Penn Campus

- Central Oklahoma Manufacturer’s (COMA)
- Internal Moore Norman Technology Center groups
- Civic organizations for special meetings / banquets
- Moore Public Schools / Norman Public Schools
  (school sponsored events, excludes extra-curricular activities)
- Oklahoma Department of CareerTech
- Sodexo
- Oklahoma City Police Department

Security

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for
any purpose are expected to comply with technology center policy concerning the use of tobacco.

Dangerous weapons are prohibited on school property. Individuals with a valid concealed handgun license must comply with applicable state and federal laws applicable to possession and storage of handguns on school property. Handguns are restricted to a vehicle in the school’s parking lot and must not be brought onto any other school property or into school buildings, offices or other structures, absent the written consent of the school’s superintendent.

Individuals who have received prior permission from the administration may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

**Apparatus and Equipment**

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the *Proposal*. The room fee includes set-up services and use of existing equipment. *Proposals* which include additional equipment must include payment arrangements by the customer. All such equipment and properties will be operated, moved and controlled only by trained technology center staff or adjunct staff.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

**Cafeterias**

No organization will have access to the cafeteria kitchen area. Catering / food service must be provided by an approved caterer. A list of approved caterers is available from the event planner.

**Parking Lots**

Parking lots are provided with the use of the school buildings. Parking areas are not reserved exclusively for groups using school buildings.

**Use of School Buses**

School buses may be used for "summer youth activities" as approved by the board whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any
damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to the Information and Enrollment Center.

Concessions

Concession rights at all school facilities are reserved for this technology center.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless one board member directs that the issue be brought to the board of education for review.
Facility Use Proposal

Proposal Date: ____________________________
Customer Name: __________________________
Customer Address: _________________________
Customer Phone #: _________________________
Customer Email: ___________________________

Intended Use of Facility: ____________________________
Intended Date of Use: ____________________________
Intended Time of Use: ____________________________

All event start and end times are strictly observed.

Rooms Requested: ____________________________
Anticipated # Participants: ______________________
Equipment Requested: __________________________

Additional equipment must be arranged at least 3 days in advance and may alter associated costs.

Room Rental Fee: ____________________________
Payment: Check attached Signed Purchase Order No. _________ attached

Your signature indicates that you have read and understand the technology center’s policy regarding use of its facilities, that the information contained in this proposal is accurate, that you are authorized by your organization to enter into this agreement on its behalf, and that your organization agrees to comply with all applicable rules and regulations.

Customer Signature ____________________________ Date ____________________________

MNCTC Event Planner ____________________________ Date ____________________________

MNCTC Adult Development Director ____________________________ Date ____________________________

South Penn Campus
Attn: Amy Knowles, Event Planner
Phone: 405-809-3500
Fax: 405-809-3519

Franklin Road Campus
Attn: Penny Cramer, Event Planner
Phone: 405-217-8267
Fax: 405-217-8276

Moore Norman Technology Center does not permit discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Individuals requiring assistance to complete this Proposal should contact the event planner identified above.
USE OF BUSES
OTHER THAN REGULAR TRANSPORTATION OF STUDENTS

School buses may be used for activity trips, extra-curricular activities and any field trips. Requests for transportation vehicles for those purposes should be made one (1) week in advance.

Requests for a bus will be presented to, and approved by, the Director of Facility Operations.

Activity sponsors and instructors are responsible for picking up litter or trash at the conclusion of each activity trip.

Any person using technology center equipment or vehicles for personal use may be subject to disciplinary action, which could include termination or dismissal.
CLOSING SCHOOL

The superintendent is tasked with making necessary decisions regarding canceling classes and/or closing campuses during emergency circumstances. Such decisions will be based on all facts available at the time of the decision and will be publicized on the school’s website (www.mntechnology.com), through the automated phone system, and on local news stations.

Daytime and Evening Classes

Except in exigent circumstances, decisions to cancel daytime classes or close the campus will be announced by 6:00 a.m. on the morning of the cancelation, and decisions to cancel evening classes or close the campus will be announced by 4:00 p.m. on the day of the cancelation.

Adult Education Classes (Short-Term), Industry Training, and Conference Center Events

Decisions to cancel these programs will be made independently of decisions regarding regular daytime and evening classes; however, no event will be permitted to be held if the superintendent has closed the campus. These decisions will be publicized in the same manner as other cancelations.

Closing Campus

If a campus closing is made due to inclement weather, both the South Penn and Franklin Road campuses will be closed. If a campus is closed due to other circumstances, the superintendent will determine whether one or both campuses will be closed.

Employee Reporting

If classes are canceled due to inclement weather, all personnel are expected to report to work as soon as travel conditions permit. Any employee who will be more than one (1) hour late for work or who wishes to use a personal or vacation day on such an occasion must contact his/her immediate supervisor as soon as possible. Supervisors also have permission, but are not required, to permit all or a portion of the missed time to be made up within the same week of the absence. Any such arrangements will be based solely on MNTC’s best interests. Administrative and supervisory employees are expected to report to work at the usual time.

Even if campus is closed, the superintendent may still require the presence of essential personnel based on the circumstances of the situation.
EVALUATION OF ADMINISTRATORS

The superintendent shall be evaluated annually by the board, and all other administrators shall be evaluated annually by their supervisor. Nothing in this policy shall prevent a formal written evaluation of any employee on occasions more often than set forth herein.

An approved evaluation instrument will be used to evaluate administrators. All evaluations shall be in writing and the evaluation documents and responses thereto will be maintained in the employee’s personnel file.
CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING
NONEXEMPT EMPLOYEES

It is the policy of this technology center to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the technology center and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the technology center correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The technology center’s construction and interpretation of this policy shall be consistent with FLSA’s mandatory provisions.

Technology Center’s Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee’s regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For technology center employees this means overtime for hours in excess of 40 per week for non-exempt employees.

Comp time which has not been used by the end of the quarter in which it was earned (September, December, March, and June) will be paid on the following month’s payroll (October, January, April, and July).

Employee Classification for Purposes of FLSA

It is the technology center’s intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.
The technology center employs a variety of employees. The determination of an employee’s proper classification requires evaluation of specific duties, authority and compensation; however, this policy provides guidance regarding how employees are generally classified for purposes of overtime compensation.

Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee’s regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Office/administrative assistants
- Custodial workers
- Customer service representatives
- Support and paraprofessional staff
- Maintenance workers

Exempt executives include:

- Superintendent
- Deputy superintendents
- Directors and assistant directors
- Executive directors

Exempt professionals include:

- Counselors
- Positions categorized as “professional”
- Coordinators (BDT/ADT)
- Instructors/teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education

Authorization Required for Overtime

Employees are not permitted to work overtime without the prior authorization of the employee’s supervisor, deputy superintendent, or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor, deputy superintendent, or the superintendent.
Supervisors are required to strictly enforce the technology center’s prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows, or reasonably suspects, that the employee is working in excess of hours authorized. A supervisor who fails to take reasonable action to enforce the technology center’s policy will be subject to discipline up to, and including, possible termination of employment.

Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee’s knowledge and experience.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee’s knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Notice of Policy to Employees

Each employee will be furnished with a copy of this policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee’s supervisor, director of finance, director of human resource, deputy superintendent, or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should notify his/her supervisor so he/she can submit the request through the appropriate process.
LIVE WORK

It is the technology center board’s policy that Live Work projects shall be allowed within the instructional programs, as long as the projects are directly related to the instructional objectives of the individual programs. The term “Live Work” shall mean work performed on personal property items of employees, students or clients by technology center students as a part of the instructional process. However, it is also the policy of the board that Live Work projects will not be performed for board members, administrators, the specific instructor of the Live Work project, and any immediate family members of these individuals. Live Work shall cause no gift of technology center resources, no conflict of interest to occur, or no use of student labor for profit.

Live Work is performed by students under the direction and supervision of technology center instructors. Live Work is an integral part of the instructional process to assist students in achieving competency in the occupational area and to provide students with “hands on” experience. Examples of Live Work include, but are not limited to: vehicle servicing and repair; appliance repair; building construction; remodeling of existing buildings; and electrical, plumbing, sheet metal and carpentry work. These are examples only and not intended to limit activities which may constitute Live Work.

The sale of items made or grown by students and the delivery of personal services does not constitute Live Work. Examples of items not considered Live Work include, but are not limited to: the sale of plants; cosmetology, nail and facial services; machined replicas; and welded products for sale.

Qualifications

All Live Work projects are selected in relation to the instructional objectives of the individual program. Live Work projects should enhance the instructional process rather than replace it. The program instructor shall have the responsibility to inform the customer whether the proposed project does or does not fit into the instructional process. The deputy superintendent shall have final approval of whether a Live Work project will be allowed in the instructional program.

The customer must make a 50% deposit for all Live Work projects estimated to cost $300.00 or more. The deposit must be made prior to students beginning the project. Signs stating “Live Work Performed by Students” will be displayed in the shop areas. Before any Live Work is begun, the customer must acknowledge, in writing, the customer’s understanding and agreement that: (a) the work will be performed by students; (b) there will be no charge for the services performed by the students; and (c) the customer will be charged for materials, parts and lab/activity fees.

Live Work projects may be done either on campus or off campus. Any off campus projects must have: (a) superintendent or designee approval; and (b) parent/guardian approval for secondary students and students under 18 years of age, with appropriate technology center local field trip permission form completed.
Technology center transportation may be required for off campus work projects. Instructors shall take the entire class of students or make arrangements with the director for supervision of those who stay behind.

**Live Work Orders**

Live Work orders will be initiated for every Live Work project. A work order number (obtained in the campus administrative office from a master reference list) will be assigned to the Live Work order before any work is initiated. When a Live Work order number has been assigned, the customer’s name, address, telephone number, a description of the work to be done, and an estimate of cost will be included on the work order. The customer must authorize the work by signing the work order. All Live Work orders will be available for daily inspection. Parts, supplies and costs will be listed on the Live Work order. Completed Live Work orders will be handed into the appropriate administrative office by the instructor.

**Material Purchasing**

Technology center purchasing procedures will be followed when requesting materials to complete a Live Work project. All requisitions will have the Live Work order number placed on the form and will be coded to the Live Work account.

Subcontractor work will be done with a purchase order. The cost of the subcontractor work will be included on the Live Work order.

With instructor approval, parts may be supplied by the customer. The parts and “no charge” will be shown on the Live Work order.

**Payment for Completed Live Work**

The instructor will notify the customer when the Live Work project is completed. All payments for Live Work projects will be made in the appropriate administrative office by the customer. The instructor will verify complete payment has been made before releasing the Live Work project to the customer. No Live Work project is to leave the campus until complete payment is made.
Nondiscrimination

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center’s nondiscrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability):

Moore Norman Technology Center
Attention: HR Director (employees)
Attention: Educational Services Director (students)
4701 12th Ave. NW
Norman, OK 73069

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin):

Moore Norman Technology Center
Attention: HR Director (employees)
Attention: Educational Services Director (students)
4701 12th Ave. NW
Norman, OK 73069

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity):

Moore Norman Technology Center
Attention: HR Director (employees)
Attention: Educational Services Director (students)
4701 12th Ave. NW
Norman, OK 73069

Age Act Coordinator (for questions or complaints based on age):

Moore Norman Technology Center
Attention: HR Director (employees)
Attention: Educational Services Director (students)
4701 12th Ave. NW
Norman, OK 73069
Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Moore Norman Technology Center  
Attention: HR Director (employees)  
Attention: Educational Services Director (students)  
4701 12th Ave. NW  
Norman, OK 73069

Outside Assistance may be obtained from:

U.S. Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550  
(816) 268-0599 (Fax)  
(877) 521-2172 (TTY)  
E-mail: OCR.KansasCity@ed.gov
DISABILITY ACCOMMODATIONS

It is the policy of the board of education to take reasonable steps to accommodate our employees, patrons and students with disabilities.

Employment opportunities will not be withheld from any qualified person solely because of a known disability. The technology center will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this technology center.

For the purposes of this policy, the term “reasonable accommodation” may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, re-assignment to a vacant position, acquisition or modification of equipment, modifications or examinations and training, the provision of qualified readers and other similar and reasonable accommodation.

Plan for Assessing Undue Hardship

The technology center is not required to provide an accommodation if it will impose an undue hardship on the operation of its business. Undue hardship is defined by the Americans with Disabilities Act ("ADA") as an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

The technology center will evaluate and determine whether a particular accommodation will impose an undue hardship on a case-by-case basis. The factors to be considered are as follows:

1. The nature and cost of the accommodation needed.
2. The financial resources of the facility making the accommodation, the number of employees, at the facility, and the effect on expenses and resources of the facility.
3. The overall financial resources, size, number of employees, and type and location of facilities of the entity covered by the ADA.
4. The operation of the technology center including the structure and functions of the work force, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.
5. The impact of the accommodation on the operation of the facility that is making the accommodation.
Each of the related factors will be considered in determining whether an accommodation will pose an undue hardship. The ADA compliance officer will investigate the accommodations under consideration and will issue a report examining the accommodations in view of the factors listed.
SERVICE ANIMALS

Purpose
The purpose of this policy is to establish procedures for the use of service animals in the technology center, including school buildings, school vehicles and other school property.

Policy
The technology center acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by technology center employees and students with disabilities.

Definitions
“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

“Employee” is defined as a person who is employed by the technology center on a part or full-time basis, with or without compensation, and elected or appointed members of the technology center’s board of education.

“Student” means an individual who is currently enrolled at the technology center, and includes the parents and guardians of an individual who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements
The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

A. The employee or student will submit a notification of the intent to use a service animal to the technology center’s deputy superintendent. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).

B. Notifications for the use of service animals on technology center property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
C. As part of the technology center’s consideration of the use of a service animal, the technology center may require certification of proper vaccinations verified by a veterinarian.

D. The technology center’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The technology center may also request a meeting with the employee or student.

E. The use of a service animal on technology center property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the technology center. The technology center’s approval of the use of a service animal on technology center property is subject to periodic review, revision, or revocation by technology center administration.

F. Service animals will wear proper identification and will always be on a leash or other form of restraint mechanism. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.

G. Service animals will be allowed in technology center vehicles when:

1. The inclusion of the service animal is documented as required on technology center transportation forms; and
2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The technology center is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

I. Pursuant to federal law, the technology center retains discretion to exclude or remove a service animal from its property and transportation if:

1. The service animal is out of control and/or the service animal’s handler does not effectively control the service animal’s behavior;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.
Liability

The employee or student will be responsible for any damage to technology center or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on technology center property will hold the technology center harmless and indemnify the technology center from any such damages.

Visitors

Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of technology center facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the technology center’s grievance procedures.

Requirements for Service Animals


Licensing: The State of Oklahoma requires all dogs to be licensed by the time they reach four months of age. [Okla. Admin. Code 310:599-3.9.1]

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Leash: Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

Under Control: The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.

Cleanup Rule: The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.
DISCRIMINATION, HARASSMENT, AND RETALIATION

The technology center is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, pregnancy, gender, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees, and board members in any aspect of the district’s programs, including during school hours, extracurricular activities, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

Definitions

“Employee” for purposes of this policy, includes all technology center employees, board members, and volunteers.

“Student” refers to any person who is enrolled in any program.

“Harassment” means repetitive, unwelcome conduct which is based on a person’s real or perceived race, color, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person’s movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. Demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may also constitute harassment.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee’s employment or a student’s ability to obtain an education; or
- is used as a basis for decisions impacting either an employee’s employment or a student’s education; or
has the purpose or effect of unreasonably or substantially interfering with an employee’s work performance or a student’s educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is a taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, student services compliance coordinator, deputy superintendent, or superintendent.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the HR compliance coordinator, deputy superintendent, or superintendent – even if that report must be made after hours to the administrator’s home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the deputy superintendent, superintendent or the Title IX coordinator. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.
Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

**Administrative Response**

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation’s progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

**Penalties**

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.
INTERFERENCE WITH THE
PEACEFUL CONDUCT OF ACTIVITIES

The superintendent or anyone designated by the superintendent or the board of education
to maintain order in/at technology center sites shall have the authority and power to direct
any person to leave property or any school activity when students are present, who is not a
student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school property;
2. Interferes with the peaceful conduct of school activities off school property
   when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school
   property;
4. Commits an act that interferes with the peaceful conduct of school activities off
   school property when students are present;
5. Enters school property for the purpose of committing an act that may interfere
   with the peaceful conduct of activities on school property;
6. Enters non-school property when students are present for the purpose of
   committing an act that may interfere with the peaceful conduct of school
   activities

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

Any person to whom this policy applies, who fails to leave the premises as directed or
returns within six (6) months thereafter, without first obtaining written permission from the
superintendent or anyone designated by the superintendent or the board of education, shall
be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave the premises under this policy, the person issued the
directive may request reconsideration by requesting review of the initial decision by letter
to the superintendent. If no written request is received within five (5) calendar days of the
person’s receipt of written notification of the directive to leave the premises, the directive
will be final and nonappealable. If the superintendent issued the initial directive to leave
the premises, the superintendent will appoint another administrator to review his/her
decision. The decision of the superintendent or his/her designee will be final and nonappealable.

The superintendent or person who issues the directive to leave the premises will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

Reference: OKLA. STAT. tit. 21 § 1376
DRUG AND ALCOHOL FREE WORKPLACE

In order to maintain a healthy educational and working environment, and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal assistance, the board of education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the technology center’s facilities, on technology center property (including vehicles), or at a technology center sponsored function or event by an employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a technology center administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a technology center workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal, or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.

3. The conviction shall be reported in writing by the technology center’s grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.

4. This policy statement shall be included in the technology center’s employee manual, and shall be distributed to all employees at the commencement of each school year.

5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the technology center’s policy for a drug and alcohol free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation, and re-entry programs regarding drug and alcohol use.

Reference: Drug Free Workplace Act of 1988
MEDIA RELATIONS

In order to ensure accurate and timely communications with the community, the board has designated its marketing communications director to respond to media requests for information. The superintendent is also authorized to make media communications as needed.
SELECTION AND USE OF RESOURCE MATERIALS

The board requires that resource materials used within MNTC programs be selected based on their value to the overall goals of the educational program. Accordingly, all such materials will ultimately be selected based on input from teachers/instructors, instructional designers, administrators and BIS representatives with final approval from the supervising director.

While evaluating potential materials, MNTC will consider:

- Industry standards
- Curriculum needs
- Student interests, needs and abilities
- The qualifications of the author
- The quality of the material (content, accuracy, presentation and durability)

Instructors are responsible for annually reviewing their resource materials to ensure that they are up to date.

Objections

Individuals who object to any MNTC material may file a written request for reconsideration to the administrator. The administrator will convene a committee composed of the relevant instructor(s), a school administrator, an appropriate industry or academic representative and the instructional designer. The committee will review the objection, consider the complainant’s oral presentation before the committee, and make a determination regarding the appropriateness of the material. No material will be withdrawn from use prior to the committee’s review.

If the complainant is not satisfied with the committee’s decision, he/she may appeal to the board by notifying the superintendent, in writing, within ten (10) days of the committee’s decision. The board’s decision is final.
UNITED STATES COPYRIGHT LAW

The technology center does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

Broadcast Programs

A “broadcast program” is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that the technology center record a broadcast program for the teacher’s one time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

The technology center will not record multiple copies of the same broadcast program for an individual teacher, and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

Exceptions

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

INTELLECTUAL PROPERTY

Any intellectual property, including but not limited to curriculum, patents, copyrights, trade and service marks, inventions, confidential information, copyrightable works, and other creative works, developed by an employee on school time, with school resources, in conjunction with and/or as a result of his/her employment with Moore Norman Technology Center (“Moore Norman”) is the property of Moore Norman. Any information pertaining to such intellectual property must remain on school premises or on school technology (i.e. iPads, Laptops, flash drives, etc.) and employees must treat such property as confidential.

Employees asked to develop intellectual property such as curriculum or similar class-oriented materials, when such development is not a part of the employee’s job description, shall enter into an extra duty contract with Moore Norman which will govern the terms of the development of the intellectual property, including remuneration, ownership, and other terms deemed appropriate to the project.

Employees wishing to use intellectual property belonging to Moore Norman outside Moore Norman must obtain prior written permission from the superintendent. The superintendent will determine, at his or her sole discretion, whether to permit the use and, if permitted, an appropriate fee to be paid and other terms for the use of the intellectual property.

No employee of Moore Norman may receive payment or other consideration for presenting intellectual property belonging to Moore Norman to an outside organization. No employee of Moore Norman may provide intellectual property belonging to Moore Norman to an outside organization without the express written permission of the superintendent.

No employee of Moore Norman may use time, equipment or other resources of Moore Norman to develop or revise intellectual property for non-Moore Norman use. Any such unauthorized use subjects the intellectual property to the ownership of Moore Norman and not the individual author.

Employees of Moore Norman, at the time of separation from employment, if not before, must surrender all electronic and paper copies of any intellectual property belonging to Moore Norman.
EMPLOYMENT APPROVAL

The board of education empowers the superintendent to approve temporary employment of individuals until the board can act at its next regularly scheduled meeting.
ORGANIZATIONAL STRUCTURE

The superintendent is responsible for maintaining an up-to-date organizational chart. The superintendent may alter supervisory authority as needed, but must ensure that changes which result in demotion and/or pay reduction are made in full compliance with all applicable due process and/or negotiated rights.
ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the technology center provides Internet access at each site and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the technology center’s expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has agreed to comply with this acceptable use policy, and access may be revoked at any time.

In addition to Internet access, the technology center also provides selected employees with a notebook computer or other digital device. This equipment is loaned to the employee for the convenience of the district and must be returned to IT Services at the conclusion of the employee’s employment, or upon request of the superintendent or IT Services director. The equipment must be returned in the same condition as it was issued, minus normal wear and tear. In the event the equipment is damaged, lost or stolen, the employee must notify his/her supervisor immediately and may be required to reimburse the technology center for the damages.

Any individual using technology center resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment often are permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the technology center - regardless of whether the activity uses technology center equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension or dismissal and employee termination, for failing to abide by technology center policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The technology center’s IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their instructor so that other students can be protected. No individual is permitted to circumvent the technology center’s privacy settings by accessing blocked content through
alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the campus or IT Services director.

Although the technology center’s IT Services Department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the technology center’s electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor. If an employee accesses or receives offensive material, he/she should report the communication to the campus or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use - Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use the technology center’s electronic resources for limited personal use, provided that the use is of no cost to the technology center, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using technology center owned equipment must be professional in nature and cannot be used for the exercise of the employee’s free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of the technology center – regardless of whether the communication is made with technology center owned equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a technology center employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with the technology center’s objectives.

Employees are required to maintain appropriate electronic boundaries with students. Such boundaries require that employees refrain from engaging in electronic or digital communications which show an undue interest in select student(s), are of a personal nature,
model inappropriate conduct, or are otherwise inconsistent with the technology center’s mission and goals. In order to maintain appropriate boundaries, the technology center encourages employees to send group texts or emails rather than personal communications, and to use separate personal and school electronic accounts. Employees must obtain written parental permission prior to posting pictures of minors and must respect personal privacy, including privacy rights granted by FERPA.

Employees are expressly forbidden from using electronic or digital communication in a manner inconsistent with their position as a role model for students. Any employee who engages in inappropriate electronic or digital communication with students is acting outside the scope of his/her employment with the technology center.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the technology center’s electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents of minors must review this policy with their student and sign the consent form prior to a minor student being granted Internet access.

Privilege of Use. The technology center’s electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the technology center. This program will be age appropriate and be based on the individual’s status as an employee or student.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

a. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.

b. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.

c. Safety. Minor students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications unless directed to do so by their instructor for educational purposes. Minor students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their instructor. Adult students are also encouraged to follow these safety precautions.

d. Privacy. Users understand that the technology center has access to and can read all electronic or digital communications created and received with technology center resources. Users agree that they will not use technology center resources to create or receive any electronic or digital communications which they want to be private.

e. System Resources. Users agree to use the technology center’s electronic resources carefully so as not to damage them or impede others’ use of the technology center’s resources. Users will not:
• install any hardware, software, program or app without approval from the IT Services department
• download large files during peak use hours
• disable security features
• create or run a program known or intended to be malicious
• stream music or video for personal entertainment

f. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html). Users agree to ask an instructor for help citing sources as needed.

Limitation of Liability. The technology center makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the technology center's technology resources. The technology center is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security. If a user notices a potential security problem, he/she must notify his/her instructor or the IT Services department immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual accounts and must not allow others to use their accounts. Users must not share their access codes or passwords with others. If a user believes his/her account has been compromised, he/she must notify the instructor or IT Services director immediately. Any attempt to log on to the technology center's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism. No user may harm or attempt to harm any of the technology center's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the technology center's electronic resources. Further, no user may use the technology center's electronic resources to hack or vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to an obsessive interest in sex by minors.

b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

f. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the technology center's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the technology center provides education to minors about the appropriate use of the technology center's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are made available to students.
INTERNET ACCESS AGREEMENT
(STUDENTS)

STUDENT SECTION:

Student Full Name: ____________________________________________________________

Sending School: ___________________________________ Grade: ____________________

Home Address: __________________________________________________________________

Home Phone No.: __________________________________________________________________

I have received a copy of the policy titled Acceptable Use of Internet and Electronic and Digital Communications Devices. I have read and agree to abide by its provisions. I understand that any violation of the policy provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

______________________________  ____________________________
Student Signature               Date

SPONSORING PARENT OR GUARDIAN SECTION (Required for Minor Students):

I have received a copy of the policy titled Acceptable Use of Internet and Electronic and Digital Communications Devices. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the technology center has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the technology center from liability in the event that my child accesses inappropriate material through use of the technology center’s technology resources, including the Internet.

I request that the technology center issue an account for my child and certify that the information contained on this form is correct.

______________________________  ____________________________
Parent Signature               Date

The Internet Access Agreement for Students must be renewed each academic year.
INTERNET ACCESS AGREEMENT
(EMPLOYEES)

Employee Name: ________________________________________________________________

Position: ____________________________________________________________________

I have received a copy of the policy titled Acceptable Use of Internet and Electronic and
Digital Communications Devices. I have read and agree to abide by its provisions. I
understand that any violation of the use provisions may result in disciplinary action
including suspension and/or revocation of network privileges as well as any discipline
allowed by law including termination of employment.

____________________________________________________________________________

Employee Signature                                                  Date
OPEN RECORDS

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

Philosophy

The technology center, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The board strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this technology center desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the technology center, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the technology center shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the technology center hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any
response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.

6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.

8. Personal communications concerning individual students.

9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.

10. The home address of any person employed or formerly employed by the technology center.

11. The home telephone number of any person employed or formerly employed by the technology center, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

**Records Custodian**

The board of education hereby designates its superintendent or if such person is not available during regular business hours, then its deputy superintendent as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the technology center’s copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk’s designee, the professional assistant.

**Fees for Records and for Search for Records**

The following fees shall be charged for records reproduction and any compensable search for records:

*Paper Production:*
- $8.5" x 11" $0.25 per copy
- $8.5" x 14" $0.25 per copy
- $11" x 17" $0.50 per copy

*Electronic Production:*
- Document conversion (TIFF or PDF) $0.25 per page

In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the school’s essential functions or is solely for commercial purpose...
the district will charge a reasonable search fee equaling the actual hourly cost to the district. This cost includes the base salary, benefits, taxes, burdens, and retirement contributions paid by the district for the employee(s) involved in the search. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The technology center does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the technology center shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the technology center, the school may request a deposit, to be set by the records custodian, to be made at the time of the request.

**Request for Records**

Requests for public records shall be made to the attention of the superintendent or the records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. The technology center shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school business.

An individual requesting public records, pursuant to the Act, is requested to use the technology center’s request form to expedite the processing of the request.

**Appeal of Denial of Records**

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the superintendent.
## OPEN RECORDS ACT SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; white copy (not exceeding 8.5 x 14” in size)</td>
<td>$0.25 per page</td>
</tr>
<tr>
<td>Color copy (not exceeding 8.5 x 14” in size)</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Certified copy</td>
<td>$1.00 per page</td>
</tr>
<tr>
<td>Oversized copy (exceeding 8.5 x 14”)</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Video tape or DVD copy ¹</td>
<td>$10.00 per tape</td>
</tr>
<tr>
<td>Audio tape or CD copy ²</td>
<td>$10.00 per tape</td>
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<tr>
<td>Mailing fee (if mail delivery is requested)</td>
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<td>Research fee</td>
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<td>(for research, review, and redacting which exceeds 15 minutes)</td>
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<tr>
<td>Electronic data conversion (TIFF or PDF)</td>
<td>$0.25 per page</td>
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</table>

¹ For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.

² For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.
RETENTION AND DESTRUCTION OF DOCUMENTS

This policy is adopted to ensure that the technology center complies in good faith with state and federal laws regarding the preservation of information and records. Records covered by this policy are those created or received by the technology center that involve: (1) the transaction of official business; (2) the expenditure of public funds; or (3) the administration of public property. This policy is to be used as a guideline for the retention, preservation and disposal of certain records.

As used in this policy, “record” means any document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business the expenditure of public funds, or the administration of public property. Record does not mean computer software, non-technology center personal effects, or (unless public disclosure is required by other laws or regulations), personal financial information, credit reports or other financial data obtained by or submitted to the technology center for the purpose of evaluating credit worthiness, obtaining a license, permit, or for the purpose of becoming qualified to contract with the technology center.

Records to be Retained

1. Permanent Records are those records that possess continuing value because they document the organization, functions, policies, decisions, procedures, and essential transactions of the technology center or protect the legal and financial rights of the technology center and persons directly affected by the technology center. They must be retained permanently.

2. Essential Records mean those technology center records necessary to the operation of the technology center during an emergency created by a disaster, or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of the technology center and its related entities in the resumption of operations after a disaster. Essential records are designated for permanent preservation and the technology center should be careful to ensure that a minimum of two (2) copies of the records are maintained at different locations to avoid loss or destruction.

3. Statutorily Required Records mean those technology center records that are required by state or federal law to be preserved for a finite period of time and in accordance with applicable record keeping requirements.

4. Other Records mean those technology center records that are not Permanent Records, Essential Records, or Statutorily Required Records. Other Records should be retained, in the technology center’s discretion, for so long as they are needed.
5. Convenience or Reference Copies - This policy does not apply to copies of records created for the user's convenience.

Format of Retained Records

Retention requirements apply equally to electronic and paper records. This Document Retention policy does not specify which formats shall be used for records creation and retention. This policy’s objective is to provide the technology center with the discretion to maintain individual records in the most efficient and cost effective format consistent in accordance with sound records management principles or as required by law. To the extent paper records are to be retained, originals should be retained to the extent practical.

1. Microformat

The technology center may elect to maintain records on microforms or in electronic format provided the following conditions are satisfied:

A. All microfilming and microfiching is performed in accordance with law, including Archives and Records Commission;

B. The technology center retains at least one (1) user copy of all master negatives; and

C. The use of microformats is not prohibited by state and federal law.

2. Optical Imaging Systems

The technology center may elect to retain records in an optical imaging format provided the following conditions are satisfied:

A. All optical imaging systems and applications are in compliance with Archives and Records Commission; and

B. The storage of records in optical imaging format is not prohibited by state and federal law.

Storage of Records

1. Off-Site Records Storage

The technology center may store records at an off-site storage center. An off-site storage center may be used, provided:

A. Records can be removed from the office environment;

B. Access to records is limited to only authorized personnel;

C. Information retrieval services are available, including the ability to make copies;

D. The storage of records in an off-site storage center is not prohibited by state and federal law.
2. **On-Site Records Storage**

The technology center may store records at an on-site storage center. An on-site storage center may be used, provided:

A. Records can be removed from the office environment;

B. Access to records is limited to only authorized personnel; and

C. Information retrieval services are available, including the ability to make copies;

D. The storage of records in an on-site storage center is not prohibited by state and federal law.

**Electronic Recordkeeping Systems (except e-mail systems)**

If the technology center elects to store records in an electronic recordkeeping system, the following conditions apply:

1. All electronic records must be backed up on a regular basis and all back up media must be stored in separate locations under proper environmental conditions;

2. All data must be secured against accidental or unauthorized addition, modification, or deletions of records; and

3. The maintenance of records in an electronic format is not prohibited by state or federal law.

**E-Mail Systems**

Electronic mail (e-mail) records that need to be preserved should be either:

1. Printed in hard copy and kept in the appropriate file;

2. Downloaded to a computer file and kept electronically or on disk as a separate file; or

3. Stored in an electronic recordkeeping system accordance with this policy.

**Responsibility for Oversight and Implementation and Additional Provisions**

Responsibility for oversight and implementation of this policy is vested in the superintendent or such person(s) designated by the superintendent. Nothing within this policy prevents the superintendent or the superintendent’s designee from prescribing additional document retention and/or destruction requirements as the need arises.
TRANSFER AND RELEASE
OF CONFIDENTIAL INFORMATION

The technology center adopts this policy pursuant to OKLA. STAT. tit. 10 § 620.5.

For purposes of this policy, "confidential information" means any information regarding a student receiving services supported in whole or in part by state or federal funds, a family member of such student, or other persons residing in the home of such student, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The technology center will transfer and release confidential information in accordance with this policy to:

1. The Department of Human Services;
2. The Department of Mental Health and Substance Abuse Services;
3. The State Department of Health;
4. The State Department of Education;
5. The State Department of Vocational and Technical Education;
6. The Oklahoma Commission on Children and Youth;
7. The J.D. McCarty Center for Handicapped Children;
8. The Department of Corrections;
9. Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services to children and families as defined by OKLA. STAT. tit. 10 § 1101;
10. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8); and
11. Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the minor student or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a student or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if
the subject of the confidential information is an adult. The technology center will use the State of Oklahoma Standard Form Consent for the Release of Confidential Information.

The technology center will follow the rules promulgated by the State Department of Education or the Oklahoma Department of Career and Technology Education for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or researches otherwise authorized by law.

The technology center may charge $.25 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.
REVIEW OF INSTRUCTIONAL MATERIAL

In order to promote transparency in the education process, the technology center's instructional materials will be available for review by parents of minor children. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the campus director. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the campus director will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the campus director declines to allow a parent to review the materials, the director will provide the parent with an explanation of why the material is not available. All reviews will be conducted during regular business hours in the campus administrative offices. Instructional materials may not be removed from the administrative offices.

In the event the requested review is denied or after fifteen (15) days with no response from the campus director, the parent may request this information through the board of education in accordance with the technology center's policy regarding parent rights.

OKLA. STAT. tit. 70 § 11-106.1
ENERGY CONSERVATION

In an attempt to be good stewards of natural and technology center resources, the board expects all employees and students to adhere to the provisions of this policy regarding energy conservation.

MNTC has established a behavior based conservation program which requires cooperation across departments.

1. The energy specialist will conduct audits and develop usage and conservation guidelines for MNTC.

2. The Director of Facility/Operations is the designated administrator to oversee conservation efforts.

3. All students and personnel are required to participate in the program.

4. The energy education specialist teams will maintain accurate records in order to evaluate the program’s success.

5. To augment these efforts, each campus will adhere to the preventative maintenance and monitoring plans implemented by campus physical plant services – including schedules regarding HVAC, temperatures, building envelope, and moisture management.
EMPLOYEE SAFETY PROGRAM

This document establishes the “Employee Safety Program” (ESP) requirements for the technology center. It is the policy of the technology center to comply with the applicable regulations governing the safety of our campus community and the protection of the environment. The minimum requirements for the technology center are set forth below.

Responsibility

It will be the responsibility of the superintendent to establish and maintain the appropriate policies, procedures, and practices to achieve and maintain compliance.

Minimum Requirements

1. “Employee Safety Program” (ESP) training

   The technology center will be responsible for conducting training to a level necessary to satisfy legal requirements and to provide a safe environment for its campus community. This training will be facilitated by the Safety Office. The records of such training will include at a minimum:

   A. Date and time of training;
   B. Name of trainee;
   C. Name of trainer; and
   D. Outline of training content.

2. First Responder Safety Teams (FRST)

   The technology center will establish Safety Teams (ST) to provide for the following conditions:

   A. Incipient fire response;
   B. Major fire response;
   C. Evacuation to the outside;
   D. Evacuation to designated shelter areas;
   E. First aid;
   F. Hazard material incidents; and
G. Facility security following an incident.

A sufficient number of employees will be trained to ensure coverage at times of building occupancy.

3. Evacuation

The technology center will establish procedures for safe and orderly evacuation in the event of a hazardous situation:

A. Emergency routes must be identified;
B. Training on the procedures must be conducted and documented; and
C. Practice drills must be conducted at least annually. (The technology center will adhere to applicable local and state laws and policies.)

Special evacuation plans will be established for the needs of employees with mobility, visual, hearing impairment or other special needs.

4. Safety Data Sheets

The technology center will provide Safety Data Sheets (SDS) when a hazardous chemical product is used in its facilities. Employees are required to read the SDS prior to handling the hazardous product. Each SDS will be kept in a location where everyone in the area can access the information. The Safety Office will maintain the original file of SDS.

5. Minimum Equipment Lists

The technology center will have an equipment list for the items required to respond to any hazards or incidents which may reasonably be anticipated in its workplace.

6. Protective Equipment

Where protective equipment is found to be required to protect employee safety, the use of the equipment will be mandatory as a condition of employment. Proper training will be provided and documented. Such equipment will be maintained in good condition and inspected on a regular basis. Any applicable OSHA requirements for such equipment will be followed.

7. Safety Auditing

The technology center will establish audit procedures to monitor the conditions of the workplace, equipment and compliance with their established procedures. Findings and corrective action will be documented. Checklists will be developed to facilitate these audits. Such audits will be accomplished as needed or required by law and/or policy.
8. **Accident Investigation**

Each accident resulting in an injury or hazardous condition will be analyzed to determine the root cause, and action will be taken to prevent recurrence. This analysis and action will be documented.

9. **Government Agencies**

It is the policy of the technology center to cooperate fully with any audits or investigations by governmental authorities.

10. **Unsafe Condition Reporting Process**

If any employee believes an unsafe condition is present, he/she should first report the condition to the superintendent. This action will be without prejudice to the employee.
HAZCOM PROGRAM

The board of education values the health and safety of its employees and students, and the district will comply with all state and federal laws regarding the presence of hazardous chemicals at school. The board expects all individuals to use non-hazardous materials at school when feasible, to follow established safety procedures at all times, and to promptly report any suspected violations of this commitment to the district’s director of facility operations.

The district’s facility operations director will develop, implement and maintain a comprehensive HazCom Program for use throughout the district. All district employees are required to participate in appropriate training on the new HazCom Program.
ASBESTOS INSPECTION

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the technology center has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The technology center complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The technology center has selected the Director of Facility Operations to be its “AHERA Designated Person” for each site within the district. The AHERA Designated Person can be contacted at (405) 364-5763 extension 7205.

All required documentation for an individual site is on file and available for inspection in the Director of Facility Operations’ office. A copy of the documentation for each site in the district is on file and available for inspection in the Director of Facility Operations’ office.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

This plan delineates specific rules and procedures relating to protecting employees of the technology center from occupational exposure to bloodborne pathogens (e.g., Hepatitis B Virus ("HBV"), Human Immunodeficiency Virus ("HIV"), etc.) as required by law.

Employees who are occupationally exposed to bloodborne pathogens include those who are reasonably anticipated to have skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials during the performance of their duties. Other infectious materials include: (1) the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid and any body fluid that is visibly contaminated with blood or where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ from a human, living or dead; (3) HIV-containing cell or tissue culture, organ culture and HIV-or HBV-containing culture medium or other solutions; and blood, organs or tissues from experimental animals infected with HIV or HBV. Any exposure to feces, nasal secretions, breast milk, sputum, sweat, tears, urine, vomitus or saliva, which is not visibly contaminated with blood, does not routinely constitute a risk of transmission of HBV or HIV. Saliva, if injected through a human bite, may pose a risk of HBV transmission.

This Exposure Control Plan delineates rules and procedures to be followed by employees to comply with the OSHA Bloodborne Pathogens Regulation previously cited. Appendix A defines the terms used throughout this Plan.

Employee Exposure Determination

The likelihood of exposure to bloodborne pathogens among employees of the technology center varies among divisions and job classifications. Most job classifications within the technology center have no increased potential for occupational exposure to blood or potentially infectious materials as defined by the OSHA Bloodborne Pathogens Regulation.

Appendix B lists all technology center employee exposures to bloodborne pathogens by job classification and specific groups of occupational tasks. All potential exposures to blood and potentially infectious materials listed in the tasks shown in Appendix B are based upon risks incurred without the use of personal protective equipment. Based upon this analysis, the technology center has determined that the following groups of employees are likely to have occupational exposure to bloodborne pathogens: custodians and instructors of health care related clinic. These employees will receive the training and will be offered the Hepatitis B vaccinations as required by the OSHA Bloodborne Pathogens Regulation. The technology center will review this Exposure Control Plan and the exposure potential for specific jobs and occupational tasks shown in Appendix B annually or when new or modified tasks or procedures for job positions within the technology center alter potential occupational exposures.
Methods of Compliance with Regulation

Because some tasks present the potential for employee exposure to blood and other potentially infectious materials, a number of engineering and work-practice controls have been adopted to minimize such exposures. Universal precautions are observed throughout the technology center to prevent contact with potentially infectious materials. Employees should consider all body fluids as potentially infectious because it is often difficult to differentiate between body fluid types. Where occupational exposure exists despite compliance with engineering and work practice controls, the use of appropriate personal protective equipment is required, which varies with the specific work tasks involved.

Engineering controls, including handwashing facilities, are maintained and replaced appropriately to insure their effectiveness. Any employee who observes an ineffective or malfunctioning control item or equipment should take immediate appropriate action to replace, discontinue use of and/or seek repair of the item or equipment.

Handwashing

Handwashing by all exposed employees is required. The importance of handwashing as the primary prevention of contamination cannot be overemphasized. It is the single most important means of preventing the spread of infection. Handwashing facilities are interspersed throughout each technology center building.

All employees of the technology center who have routine occupational exposure are provided with antiseptic handcleaner for disinfection purposes when handwashing is not immediately feasible. However, handcleaners are not provided with the intent of substituting for handwashing. Employees should wash hands with soap and water as soon as possible following use of such antiseptic handcleaners. Employees are also required to wash their hands immediately after removing gloves or other personal protective equipment. Employees must insure that hands and any other skin which becomes contaminated with blood or other potentially infectious material are immediately washed with soap and water and that any mucous membrane exposed to blood or other potentially infectious material is flushed with water as soon as possible.

Protection of Food, Drink, Etc.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas of the technology center where any risk of occupational exposure exists. The storage of food and drink in refrigerators, freezers or cabinets or on shelves, countertops or benchtops where blood or other potentially infectious materials are present is also prohibited.

Personal Protective Equipment

The technology center provides appropriate personal protective equipment, including gloves, gowns and other appropriate devices, at no cost to any employee with occupational exposure. Appropriate personal protective equipment is that equipment which does not permit blood or other potentially infectious materials to pass through to the employee’s work clothes, street clothes, skin, eyes, mouth or other mucous membranes under normal use and for the duration of time the protective equipment is in use.

All occupationally exposed employees of the technology center are required to use appropriate personal protective equipment. The only exception to this requirement allowed
by the OSHA Bloodborne Pathogens Regulation might occur when the employee temporarily and briefly declines use of the equipment when “under rare and extraordinary circumstances, it [is] the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety service or would have posed an increased risk to the safety of the worker or co-worker.” When such a judgment is made, the circumstances will be investigated and documented to determine whether changes should be instituted to prevent future recurrence.

Personal protective equipment appropriate for the work tasks in each division are readily accessible at the work site for all employees. Cleaning and laundering of reusable personal protective equipment is provided by the technology center through an outside vendor. Contaminated laundry is disposed of in the appropriate biohazard laundry containers provided by that vendor. Disposable personal protective equipment (e.g., disposable gloves) are discarded in sealed plastic bags.

If a garment becomes penetrated by blood or other potentially infectious materials during the course of its use, it should be removed immediately, or as soon as feasible, and disposed of appropriately. All personal protective equipment must be removed prior to leaving the work area.

Gloves

Latex or vinyl gloves will be worn when it is reasonably anticipated that the employee will have hand contact with blood or other potentially infectious materials, mucous membranes or non-intact skin and when touching contaminated items or surfaces. Disposable (single use) gloves must be replaced as soon as practical when contaminated or when they are torn, punctured or their ability to function as a barrier is compromised. Disposable gloves are not to be washed or decontaminated for reuse.

Utility gloves, such as those used in housekeeping, sterilization and clean-up activities, may be decontaminated for reuse if the integrity of the glove is not compromised, but they must be discarded if they are cracked, torn, punctured or exhibit signs of deterioration. Hypoallergenic gloves or glove liners or powderless gloves are provided to employees who are allergic to the gloves normally provided. Employees with contact dermatitis caused by gloves may find protective skin creams helpful in preventing further irritation.

Protective Body Clothing

Appropriate body clothing must be worn in occupational exposure situations. The types and characteristics of the protective clothing depend upon the task and degree of exposure anticipated. The need for protective body clothing will be rare in the school environment.

Masks, Eye Protection and Face Shields

Because no employees engage in occupational activities in which splashes, spray, splatter or droplets of blood or other potentially infectious materials are likely to be generated and eye, nose or mouth contamination can be reasonably anticipated, masks, eye protection and face shields are not provided.

Housekeeping

Worksites which are subject to contamination by blood and other potentially infectious materials are maintained in clean and sanitary condition by the designated custodial staff
who have cleanup responsibility. Appendix C presents the written cleaning and decontamination schedules for the Director of Facility Operations' office.

All equipment, environmental and working surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials upon completion of procedures and immediately, or as soon as feasible, when surfaces are overtly contaminated or following any spill of blood or other potentially infectious materials. All work surfaces are cleaned and decontaminated at the end of each workshift if the surfaces have become contaminated since the last cleaning. One or more of the following solutions are to be used in disinfection of work surfaces, countertops and equipment: commercially-prepared germicidal disinfectants; commercially prepared disinfectants with an isopropyl alcohol content of 40% to 70%; commercially-prepared disinfectants with a hydrogen peroxide content of 3%; or an individually-prepared solution of one part chlorine bleach to ten parts water. Cleaning and disinfection of floors and walls may be accomplished using commercial cleaning formulations containing quaternary ammonia.

Bins, pails, cans and other similar receptacles intended for re-use that have a potential for becoming contaminated with blood or other potentially infectious materials are inspected and decontaminated on a regular basis and immediately, or as soon as feasible, upon visible contamination.

**Spill Cleanup**

Spill cleanup requires the use of appropriate protective equipment including gloves, as appropriate. Spills are cleaned up by the individual responsible for the spill in most cases. Appendix D details specific procedures for biological spills cleaning and decontamination.

Broken glassware which may be contaminated is not picked up directly with the hands. Cleanup is effected using mechanical means such as a brush and dust pan. Contaminated broken glassware is discarded in sealed plastic bags.

**Waste Disposal**

Disposal of waste contaminated with blood or other potentially infectious materials is in sealed plastic bags with the technology center's other non-regulated waste.

**Laundry**

All contaminated laundry generated by exposed employees of the technology center is bagged or containerized at the location where it is used in appropriately labeled containers. Heavily soiled laundry is bagged in leak-proof plastic bags before being placed in laundry containers, if appropriate. The technology center contracts with an off-site commercial laundry company for laundry services. Laundry is not sorted, rinsed or processed in any other manner on site. Employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

**Hepatitis B Vaccination**

Each technology center employee who has occupational exposure is offered the Hepatitis B vaccine series within ten (10) days of initial work assignment and after he or she has received the required training unless the employee has previously received the vaccination series, antibody testing has revealed immunity or the vaccination is contraindicated for medical reasons. The technology center will provide the health care professional
responsible for the employee's Hepatitis B vaccination with a copy of the OSHA Bloodborne Pathogens Regulation. Vaccinations are performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional in accordance with U.S. Public Health Service recommendations during normal working hours, at a reasonable location and at no cost to the employee. Participation in a prescreening program is not a prerequisite for receiving the Hepatitis B vaccination. Employees who decline to accept the Hepatitis B vaccination are required to sign the declination statement included as Appendix E to this Plan.

Any employee who initially declines the Hepatitis B vaccination, but at a later date decides to accept the vaccination, is provided the vaccination at that time without cost. Any future recommended routine booster, dose or doses of Hepatitis vaccine recommended by the U.S. Public Health Service will also be provided to exposed employees without cost.

The Hepatitis B vaccination record or signed declination statement is maintained in each employee's confidential medical record in the office of the superintendent (see Recordkeeping-Medical Records).

Post-Exposure Evaluation and Follow-Up

All technology center employees who experience an occupational exposure incident will complete the Incident Report attached as Appendix F immediately after the exposure, or as soon thereafter as feasible.

Each exposed employee is provided a confidential medical evaluation and follow-up, including prophylaxis, at no cost to the employee, by a licensed health care professional of the technology center's choice. As part of the post-exposure evaluation and follow-up, the routes of exposure and the circumstances under which the incident occurred is documented, including identification and documentation of the source individual, unless infeasible or prohibited by law, and testing of the source individual's blood and the exposed employee's blood is completed, as soon as feasible and after consent is obtained. Completion of the Record of Occupational Exposure to Blood or Potentially Infectious Body Fluids included as Appendix G to this Plan satisfies the Regulation's documentation requirements.

The technology center will provide the licensed health care professional who evaluates the exposed employee with the following information: a copy of the OSHA Bloodborne Pathogens Regulation; a description of the exposed employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee, including vaccination status, that are the technology center's responsibility to maintain.

The licensed health care professional's written opinion of the post-exposure evaluation is to be provided to the employee within fifteen (15) days of completion of the evaluation and is to be limited to the following: whether Hepatitis B vaccination is indicated for the employee and if the employee has received such vaccination, that the employee has been informed of the results of the evaluation and that the employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment. All other findings or diagnoses are to remain confidential and are not to be included in the written report.
Confidential medical records relating to post-exposure evaluation and follow-up are maintained in the office of the superintendent (see Recordkeeping -Medical Records).

**Labels and Signs**

To the extent required, the technology center uses red color coding and/or fluorescent orange or orange-red biohazard labels to mark all hazardous items. The standard biohazard label and symbol is used for this purpose. Items contaminated with blood or other potentially infectious body fluids which are color coded or posted with biohazard labels include the following: contaminated laundry.

**Recordkeeping**

1. **Medical Records.** Confidential medical records are kept on all technology center employees with occupational exposure to blood or other potentially infectious materials in the office of the superintendent. Each record includes the employee’s name, Social Security number, Hepatitis B vaccination record (or declination form), copies of all results of examinations, medical testing and follow-up procedures relating to any exposure incidents and a copy of the health care professional’s consultation and written opinion relating to any exposures.

   All employee medical records are kept for the duration of employment, plus thirty (30) years in accordance with the OSHA Bloodborne Pathogens Regulation.

2. **Training Records.** Records documenting the provision of information and training relating to occupational exposure to bloodborne pathogens are maintained for three (3) years from the date of training by the technology center’s training coordinator. These records include the dates of training sessions, a summary of the training session, names and qualifications of the persons conducting the training sessions and the names and job titles of all persons attending the training sessions. An outline of the technology center’s Bloodborne Pathogens Training Program is included as Appendix H to this Plan. A Training Record form is attached as Appendix I.

**Information and Training**

Information and training pertaining to bloodborne pathogens is provided to all technology center employees with occupational exposure without cost and during normal working hours. This training is provided within ten (10) days of initial assignment to tasks where occupational exposures occur and annually thereafter or whenever modifications of tasks or procedures or the institution of new tasks or procedures affect an employee’s occupational exposure to the extent that additional training is indicated and appropriate. Routine training of new employees is arranged on an as-needed basis through the technology center’s training coordinator. Training is presented by qualified staff members.

Training material is appropriate in content and vocabulary to the educational level, literacy and language of employees. The training program is designed to fulfill the requirements for bloodborne pathogen training outlined in the OSHA Bloodborne Pathogens Regulation. A detailed outline of the training program is kept on file with the technology center’s training coordinator.
EYE PROTECTION DEVICES

Every student, instructor, employee and visitor participating in or observing any course of instruction, activity or work responsibility involving, but not limited to, the following items shall be required to wear appropriate industrial quality eye protective devices at all times:

1. Hot liquids, hot molten metals, or other molten materials;
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
3. Heat treatment, tempering, or kiln firing of any metal or other materials;
4. Gas or electric arc welding, or other forms of welding processes;
5. Repair or servicing of any vehicle where there is danger of injury to the eyes;
6. Caustic or explosive materials;
7. Injurious radiation;
8. Various cleaning products; or
8. Other hazards not enumerated.

Such devices will be furnished for all students, employees and visitors entering areas which require eye protection.

“Industrial quality eye protective devices,” as used in this policy, means devices meeting the standards of the USA practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the United States of America Standards Institutes Inc.

Reference: OKLA. STAT. tit. 70 § 1210.182
MEDICAL EXAMINATIONS

An employee returning to work after an absence due to injury or illness of five (5) or more consecutive days may be required to provide a health care provider’s release to return to work. If the employee is released to return to work with accommodations, the health care provider must identify the accommodations and the underlying reasons for each accommodation. The employee may be required, prior to resuming duties, to undergo a physical examination by a medical care provider selected by the district. In that circumstance, the district is responsible for the cost of the examination.
CRIMINAL RECORDS SEARCHES

It shall be the policy of the technology center that it will obtain the results of a national criminal history record check (“record check”), as defined by OKLA. STAT. tit. 74, §150.9, of every prospective employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students.

The provisions of this policy shall not apply to employees hired on a part-time or temporary basis for the instruction of adult students only.

Felony Record Search of Prospective Employees

During the first interview with each employment applicant, the technology center will advise the applicant that:

1. The technology center requires a record check of every prospective employee as a condition of employment;

2. To enable technology center to request the search and obtain the results, the applicant must complete and sign an authorization and release form provided by the technology center;

3. The technology center will only request a felony record search if the superintendent recommends employment of the applicant;

4. If the superintendent recommends employment of the applicant, the applicant may pay the search fee, which will not exceed $50;

5. The technology center will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;

6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and

7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the technology center is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the record check are not received by the technology center within sixty (60) days, if the record check reveals a prior felony offense conviction(s) within the past ten (10)
years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if the record check reveals a false response to one or more of the questions on the authorization and release, the applicant shall be deemed to have resigned his or her employment. The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted. Such resignation may be accepted by the board of education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and technology center policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the technology center.

The technology center may waive the requirement to obtain a new records search if the applicant for a full-time teaching position has been employed as a full-time or substitute teacher in another Oklahoma school district, produces a copy of an existing national criminal history record check from within the past five (5) years, and produces an original letter from the former district stating that the employee left in good standing.

Felony Record Searches of Employees

The technology center will also request a record check of the name, fingerprints, social security number or other relevant information of any current technology center employee if the board or superintendent requests a search of that employee's felony record.

Felony Record Searches of Substitutes

The technology center may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by the technology center. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five (5) years immediately preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the district in which the teacher was last employed stating the teacher left in good standing. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with the school district in good standing is not required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by the technology center.

Annual Search of Sex Offender and Violent Crime Offender Registries

Pursuant to OKLA. STAT. tit. 57, § 589, the Technology Center shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all employees who provide or offer services to secondary students and children.
AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of ______, 20___ by _______________________, an applicant for employment ("Applicant") with Moore Norman Technology Center ("Technology Center").

Applicant understands that Technology Center’s receipt of a national criminal history record check is a condition of employment with Technology Center, and that the record check must reveal that the applicant has not had any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, unless after review of the facts and circumstances of each situation the administration decides to recommend employment. Because Applicant desires employment with Technology Center, Applicant authorizes Technology Center to request and obtain the results of a national felony record search of Applicant’s name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant’s record check results to Technology Center. Applicant also releases Technology Center of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF TECHNOLOGY CENTER’S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
<td></td>
</tr>
<tr>
<td>Been convicted of a state (any state) or federal felony offense?</td>
<td></td>
</tr>
<tr>
<td>Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
<td></td>
</tr>
<tr>
<td>Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
<td></td>
</tr>
<tr>
<td>Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?</td>
<td></td>
</tr>
</tbody>
</table>

Applicant understands that if Applicant is hired by Technology Center prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the superintendent. Furthermore, Applicant understands...
that if Technology Center does not receive the results of the national criminal history record check within sixty (60) days, the check reveals a prior felony offense conviction that occurred within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The board of education may accept Applicant's resignation at any time within thirty (30) days after the date Technology Center was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and Technology Center policies and procedures.

APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY TECHNOLOGY CENTER, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH TECHNOLOGY CENTER AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH TECHNOLOGY CENTER.

"Applicant"

VERIFICATION

STATE OF OKLAHOMA )
) ss.
COUNTY OF__________)

__________________________, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read and fully understood the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

"Applicant"

SUBSCRIBED AND SWORN to before me this ____ day of __________, 20__.

____________________________________________
Notary Public

My Commission expires:

____________________________________________
(SEAL)
[FOR CURRENT EMPLOYEES]

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ___ day of _____, 20___ by __________________ an employee ("Employee") with Moore Norman Technology Center ("Technology Center").

Employee understands that Technology Center's receipt of a clear national criminal history record check has been requested by the superintendent and/or board of education. Employee hereby releases his/her felony record check results of his/her name, fingerprints, social security number and any other lawful means of obtaining such results to Technology Center. Employee also releases Technology Center of any and all liability relating to its request for, receipt and use of the search results.

Employee acknowledges that he/she has been furnished and understands all of the requirements of Technology Center's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions and to promptly report to the Human Resources Director any change in Employee's criminal history occurring after the answers to questions below are made:

Have you ever:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
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<td>Been convicted of a state (any state) or federal felony offense?</td>
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</tr>
<tr>
<td>Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
<td></td>
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</tr>
<tr>
<td>Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a “deferred sentence” or “deferred judgment.”)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee understands that if the felony record search reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if Employee has provided a false response to one or more of the above questions, then Employee's employment by Technology Center will be reviewed to determine whether there is a basis for non-reemployment or dismissal. In any event, the board of education may accept Employee's
resignation at any time within thirty (30) days after the date Technology Center was notified of either the unsatisfactory search results or the false response, whichever is later.

"Employee"

VERIFICATION

STATE OF OKLAHOMA

COUNTY OF

, Employee, of lawful age and being first duly sworn upon oath, deposes and states: that Employee is familiar with the statements set forth above; that Employee has read and fully understood the foregoing Authorization and Release; and Employee states that all the matters therein set forth are true and correct.

"Employee"

SUBSCRIBED AND SWORN to before me this ___ day of __________, 20__.

My Commission expires:

(SEAL)
FOOD AND NON-ALCOHOLIC BEVERAGES

The board may provide food and non-alcoholic beverages to school employees at appropriate special events as a non-taxable employee benefit. The board may also provide food and non-alcoholic beverages for board meetings, in-service workshops and board-sponsored meetings for school employees.

Such expenditures shall be made from the activity fund general activities account. The superintendent and director of finance are designated to monitor and regulate the appropriate budgeting of this benefit.
SCHOOL VISITORS

MNTC welcomes guests to campus, but to ensure delivery of quality education and the safety of students and employees all visitors are required to check in at the administrative office prior to conducting any business on campus. A visitor is defined as anyone who is not enrolled in a career major or class or who is not participating in a scheduled workshop or event. This includes parents, family members and friends of students and employees, sales agents, and others who are not currently enrolled at MNTC or attending a scheduled campus event.

The superintendent is authorized to remove anyone from campus if that person is perceived to be a threat to the peaceful conduct of school activities.

Minor Children (Non-Students)

Minor children are not permitted to accompany a parent/guardian to a class or meeting, nor may any minor child be left unattended in a commons area or in a vehicle in a school parking lot. Minors may accompany an adult on campus for the purpose of enrolling or attending to other brief administrative functions.

Minor children of employees are permitted on campus for limited, unforeseen and emergency circumstances provided the minor’s presence is brief and does not create a disruption to the work environment. Any employee who wishes to have his/her minor child on campus must obtain prior approval through his/her immediate supervisor.
ANIMALS ON CAMPUS

No individual is permitted to bring any animal, fowl, fish or reptile into any MNTC building, nor may such creatures be left unattended or outside a vehicle in the school parking lot.

This policy does not apply to animals on campus pursuant to the district’s policy regarding service animals.
USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on technology center property. This prohibition includes technology center buildings, grounds, and technology center-owned vehicles. Possession of tobacco products or simulated tobacco products by students on technology center property is, likewise, prohibited. At or near each entrance of every technology center building, the following sign shall be conspicuously posted: Smoking in this building is prohibited.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article.

“Tobacco Products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems, and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on technology center premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on technology center property may report it in accordance with the procedures listed below. Conduct which violates this policy may also be a crime under Oklahoma law.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board’s policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One (1) written warning will be issued to the staff member with a copy placed in his or her technology center personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on technology center property in violation of this policy will be asked to refrain from smoking on technology center property. If the individual fails to comply with the request, his or her violation of
policy may be referred to the deputy superintendent or other technology center supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave technology center property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering technology center property for a specified period of time. If deemed necessary by the technology center administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.
STUDENT POSSESSION OF DANGEROUS WEAPONS

In order to provide a safe environment for the students and staff of the technology center, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the technology center. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the technology center.

For the foregoing reasons and except as specifically provided below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on technology center property, at a technology center-sponsored activity, or on a technology center bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on technology center property, at a technology center sponsored activity, or on a technology center bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on technology center property, a technology center bus or vehicle, or at a technology center activity.

A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.
Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from technology center, pending an investigation of the incident by the appropriate technology center or legal authorities. Students who violate this policy may be suspended from technology center, barred from technology center property and all technology center activities for any period of time up to the maximum period authorized by law. Additionally, appropriate technology center staff members may seek to file criminal charges against the student.

If a teacher or other technology center employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.

2. If not already confiscated by an employee of the technology center and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.

3. Notify the superintendent or designee.

4. Notify the student's parents.

5. Cooperate fully with the police.

6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from a K-12 school or another technology center because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the technology center.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The campus director must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.
A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on technology center property, a technology center bus or vehicle, or at a technology center activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and technology center board policies.

**Adult Students and Handguns on School Campus**

HB 1652 amended OKLA. STAT. tit. 21 § 1277 by designating the limited areas in which concealed handguns can be located on a technology center campus. Adult students may not carry a gun into any technology center school facility (including offices, common areas, or structures of whatever type or kind). Likewise, it is unlawful for any adult student to carry a handgun onto the campus of a K-12 school whether or not the adult student is engaged in an activity related to the technology center in which the student is enrolled. Students found in possession or control of a handgun in violation of school policies and applicable state or federal laws will suffer the most severe disciplinary consequences available, including removal from school, and referral of unlawful handgun possession or storage to authorities for criminal prosecution. The only area adult students, who have a valid handgun license issued pursuant to the provisions of the Oklahoma Self-Defense Act, may have a handgun on a technology center campus is in the parking lot of the school campus, provided the handgun is carried or stored as required by law.
ASSAULT AND BATTERY INVOLVING TECHNOLOGY CENTER EMPLOYEES

Any technology center employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a technology center employee shall immediately notify the deputy superintendent and superintendent. If the technology center employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary to a full report and investigation of the matter. The report may be made orally or in writing. The deputy superintendent or superintendent or his/her designee will deliver a copy of this policy to the technology center employee upon receipt of the report. The deputy superintendent or superintendent will investigate the incident and take appropriate action based upon the results of that investigation. The technology center employee must cooperate in the investigation. The deputy superintendent or superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday. The report must include a description of the incident and the final disposition of the incident.

The technology center will also refer appropriate incidents to law enforcement for investigation and prosecution. The technology center’s decision to report or not to report a particular incident to law enforcement does not preclude the technology center employee from making a report to law enforcement. To the extent permitted by law, the technology center will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution.

No technology center employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the technology center employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

For purposes of this policy, a “technology center employee” means an instructor or any duly appointed person employed by the technology center or employees of a firm contracting with the technology center for any purpose, including any personnel not directly related to the instruction process, and members of the board of education during board meetings.

For purposes of this policy, the terms “assault,” “battery” and “aggravated assault and battery” are defined as follows: An “assault” means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any willful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a
person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.
INVESTMENT

This investment policy is adopted in accordance with the provisions of applicable law by the board of education of the technology center. This policy sets forth the investment policy for the management of the public funds of the technology center. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority:

The technology center treasurer is required by the board of education to invest technology center monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The technology center treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the technology center treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;

3. Certificates of deposits of banks when such certificates of deposit are secured by acceptable collateral as in the deposit of other public monies;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal or technology center direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or technology center ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or technology center is a
beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, bonds or judgments of the technology center;

9. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities;

10. Investment programs administered by the state treasurer; or

11. Any other investment that is authorized by law.

Investment Philosophy:

This policy shall be based upon a “prudent investor” standard. The board of education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the technology center’s funds, the treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

Liquidity:

Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.

Diversification:

The investment portfolio will be reasonably diversified so as to avoid any one investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.

Safety of Principal:

Although investments are made to produce income for the technology center, investments will be made in a manner that preserves principal and liquidity.

Yield:

The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account
investment risk and liquidity needs.

**Maturity:**

Investments may have maturities extending to twelve (12) months, provided sufficient liquidity is available to meet major outlays.

**Quality of the Instrument and Capability of Investment Management:**

The superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the board of education.

**Safekeeping and Custody:**

The treasurer will maintain a list of the financial institutions and pooled investment programs governed by an interlocal cooperative agreement formed pursuant to OKLA. STAT. tit. 70 § 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the technology center.

Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.

All securities will be in book entry form, and physical delivery of securities will be avoided.

Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.

Written transactions and confirmations of transactions by computer connections will be kept in the treasurer’s office.

**Reporting and Review of Investments:**

The treasurer will prepare an investment report to be submitted to the board of education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities.
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The board of education shall review the treasurer’s investment performance on a regular basis that is no less frequent than monthly.
Depositing of Interest:

Unless otherwise directed by the board of education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the general fund, and income earned from the investment of activity funds shall be deposited as directed by the board of education.
DISBURSEMENT OF FUNDS

General and Building Funds

The finance director, with support from the business office staff, is responsible for preparing all financial documents for board approval. Such preparation must be in accordance with all applicable laws and policies. A list of encumbrances must be included in each board packet for regular board meetings.

The finance director is also responsible for preparing all checks. Checks under $5,000.00 shall be printed with a facsimile signature of the board president, clerk and treasurer. Checks over $5,000.00 require an original signature from the treasurer.

Activity Fund

Prior to printing any check from the activity fund account, the finance director is required to verify that the individual responsible for a particular fund has completed and signed a written authorization form. All checks written from the activity fund account require two (2) signatures. The following individuals are authorized to sign activity fund checks: superintendent, finance director, or activity fund custodian.
PROCUREMENT

It shall be the policy of the Moore Norman Tech Center to purchase materials and services of sufficient quality to provide optimal educational opportunities for the students of this district. In providing these services it shall become incumbent to recognize the primary functions to be cost effectiveness, service and control.

1. The board authorizes the superintendent or designated representative to approve expenditures and issue purchase orders within the authorized limits established by this policy.

   A. The board grants the superintendent the authority to approve expenditures in an amount equal to or less than $15,000. Such expenditure must be within budgetary allocations and must not exceed the balance of the appropriation to be charged. Purchase orders will not be split or divided to avoid the $15,000 limit.

   B. The board authorizes the superintendent to approve expenditures in an amount exceeding $15,000 under the following circumstances:

      i. The purchase is for a project that is funded by state or federal funds and state or federal procurement requirements have been satisfied. The purchase will be fully reimbursed to the District.

      ii. The purchase is for supplies and/or materials that will be resold by the district through the operation of:

          • live project work in an instructional program,
          • the student bookstore, or

      iii. In the case of an emergency, the superintendent or director of finance may authorize purchases not to exceed $25,000. Factors for determining an emergency, for purposes of this policy, would include repairs of damage due to weather, fire, or other unforeseen circumstances, situations which affect public safety.

   C. In each case where an expenditure is approved by the superintendent, or designee, a reasonable effort shall be made and documented to obtain competitive pricing in the market and the purchase requisition shall be signed both by the administrator in charge of the special project and by the superintendent. The purchase order shall be presented as a special item for approval at the next regular or special meeting of the board of education.

2. Purchasing procedures shall adhere to all applicable laws of the State of Oklahoma.

3. Where feasible, consideration will be given to vendors within the district.
4. All purchases from appropriated funds must be made with a purchase order. "Appropriated Funds" includes the General Fund and Building Fund. Before a purchase of goods or services is completed, a purchase order must be issued. Any employee who acquires goods or services without the approval of the board of education or the issuance of a purchase order may be personally obligated to pay for such goods or services, without reimbursement from the district.

A. Coding purchase orders shall be the responsibility of the administrator authorizing the expenditure and shall be verified by the finance office.

5. All purchases should reflect an effort to find the lowest possible price taking into account the relative quality of the goods or services being purchased.

A. When purchasing goods or services with an anticipated cost of $5,000 to $7,500, the purchase requestor must attempt to obtain at least three (3) informal quotes. These quotes may be non-written, but all vendors from whom quotes were requested and all quotes received must be documented and forwarded to the finance office before a purchase order will be approved.

B. When purchasing goods or services when the anticipated cost exceeds $7,500, the purchase requestor must attempt to obtain at least three (3) formal quotes. The request for quotes shall include written specifications, a date and time all quotes are due, and must be approved by the superintendent, director of finance, or designee prior to issuing the request. A copy of the request for quotes, the written quotes received, and tabulation sheet listing all vendors from whom quotes were requested, including those who did not submit quotes, must be forwarded to the finance office before a purchase order will be issued.

C. When an invoice(s) exceeds the encumbered amount(s) of a purchase order approved by the board of education by the greater of five percent (5%) or fifty ($50), it must be resubmitted to the board of education prior to payment. Normal freight charges are excluded from the provisions of this policy.

6. The following types of purchases are excluded from the requirement to solicit competitive quotations or proposals, but are not excluded from receiving approval of the board of education. Unless otherwise stated, the purchase will be listed on the monthly agenda for special approval by the board of education, if the purchase exceeds $15,000.

A. Governmental Contract Purchases: Products that are available to the district at prices established for governmental entities through a competitive purchasing process. Examples are items on a GSA or Oklahoma State Contract, University of Oklahoma purchasing contract, etc. The district is not obligated to purchase from such a contract.

B. Sole Source Purchases: When only one supplier is available within the region for the product which meets the specifications required, that supplier is deemed to be “sole source.” The “region” is normally defined as the State of Oklahoma, unless the manufacturer has identified more restrictive marketing regions. In the event of a sole source purchase, an affidavit from the vendor...
affirming its sole source status shall be on file prior to the issuance of a purchase order.

C. Textbook/Publisher Purchases: Purchases from publishers of textbooks or related curriculum products (including video/audio tapes and software.)

D. Professional, Technical & Personal Services Contracts: These contracts may include, but are not limited to attorneys, auditors, architects, engineers, etc.

E. Blanket Purchase Orders: For administrative expediency, a blanket purchase order may be initiated to cover frequent purchases, which individually would not require competitive quotations. These purchase orders are typically assigned to a department for purchasing over the period of a year. These purchase order are included on the monthly encumbrance list for board of education approval and do not require specific listing on the board agenda. In no case, may a blanket purchase order be used to circumvent established purchasing policies.

F. Compatible Product Purchases: Purchases that require compatibility with existing products or systems in a given application. This typically justifies declaring a “single product,” but not necessarily a “sole source.”

G. Other Purchases as the Board Deems Appropriate: Purchases that the board of education determines, due to specific circumstances, are in the best interest of the district not to solicit competitive quotations.

7. The board grants the superintendent the authority to approve payment of an invoice not to exceed $5,000 for an item(s) purchased from a properly issued purchase order prior to board approval of said purchase order. Payment may only be authorized if the invoice due date is prior to the next regular or special board meeting and the non-payment would result in a service charge.

8. E-Rate Procurement Procedures: In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the administration shall:

A. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable federal, state and local procurement policies and procedures included in it documented policies and procedures.

B. Wait at least four (4) weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

C. Consider all bids submitted and select the most cost-effective service offering with price being the primary factor considered.

D. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC 470.
A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than $50,000 for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the “Act”). The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term “force account” means the purchase of necessary materials and the use of the district’s regularly employed staff to provide necessary labor. No contract involving sums in excess of $50,000 shall be split into partial contracts involving sums below $50,000 for the purpose of avoiding the requirements of the Act.

New transportation equipment shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Reference: OKLA. STAT. tit. 61 § 103
            OKLA. STAT. tit. 70 § 9-109
EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT

Statement of policy

Expenses incurred by individuals for travel on behalf of the technology center should be reimbursed by the technology center. Reimbursement to individuals should be made upon approval by the Director of Finance or Superintendent after proper presentation of supporting documentation, as defined below.

Definitions

Terms used in this policy are defined as follows:

"Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the technology center. Travel may be within or outside the technology center district boundaries. Travel does not mean transportation to and from the employee's residence or abode to the technology center for employment.

"Employee" means any person employed by the technology center or a member of the board, acting in his or her capacity as a board member, on behalf of the technology center.

“Non-employee” travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved technology center related activities. Expenses eligible for reimbursement are only those for necessary meal and lodging expenses. Students and sponsors seeking reimbursement must follow the procedures included in this policy or any reimbursement will be forfeited.

"Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the technology center, for the benefit of the technology center or for the purpose of advancing the interests of the technology center, with the intention of being reimbursed by the technology center. Expenses may include, but are not limited to, these items:

1. air, bus, taxi or train fares and car rentals;
2. meals, on a per diem basis as established by the board;
3. hotel or motel accommodations;
4. other travel related expenses when applicable, such as mileage; and
5. registration fees and meeting expenses.

"Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:
1. date indebtedness incurred;
2. date indebtedness paid;
3. amount paid;
4. amount of indebtedness;
5. who paid the indebtedness;
6. method of payment;
7. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
8. the name, address and telephone number of the vendor.

A credit card slip alone is NOT a receipt.

"Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information:

1. dates entering and ending travel status;
2. points of travel;
3. mileage to and from destination(s) when personally owned vehicle is used;
4. amount per mile reimbursed;
5. air, bus or train fares when public transportation is used;
6. parking fees, taxi fares, car rentals and turnpike fees;
7. per diem rate established by the board of education;
8. purpose, time, and location;
9. motel and hotel expenses;
10. registration fees and meeting expenses;
11. other technology center business expenses such as internet connection fees, etc., which properly occur during the time an employee is in travel status;
12. encumbrance to be charged for expense; and
13. by whom the travel activity was approved.

"Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is NOT a receipt. To qualify as a receipt a credit card slip must be attached to a
supporting invoice issued by the vendor which contains all the information required of a receipt.

"Vendor" means the individual or entity that provided the goods or services to the technology center for which reimbursement is sought and a receipt for payment has been issued.

Other Issues

All requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the superintendent.

Reimbursements will only be issued for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.

An employee will be reimbursed meal expenses using per diem rates established by the Internal Revenue Service. Meals for travel not requiring an overnight stay will not be reimbursed.

If reimbursement is sought for the use of a rental vehicle, the employee must have the prior approval of the superintendent. Reimbursement will be for the actual cost of the use of the vehicle for business related activities, excluding optional insurance coverages.

Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

Violation of any of the provisions of this policy may result in dismissal, nonrenewal, or other adverse action.

Board Member Reimbursements

Members of the board may be paid their actual and necessary travel expenses incurred in performance of official duties.

Board members may also be paid from the district’s general fund a per diem of twenty-five dollars ($25.00) for each regular, special or adjourned meeting of the board of education that he/she attends, but not for more than four (4) meetings in any calendar month.

Reference: OKLA. STAT. tit. 70 § 5-117
IDENTITY THEFT PREVENTION

This policy is adopted to ensure compliance with the Fair and Accurate Credit Transaction Act, 15 USC. §1601 et seq. and the Federal Trade Commission’s rules regarding Identity Theft (the “Red Flag Rules”). The technology center is subject to the Red Flag rules if it is a “Creditor.” The technology center is a Creditor if it provides any goods or services for a fee and as a matter of course extends credit to its customers by offering them the ability to pay for those goods and services after they are provided as opposed to requiring prepayment or contemporaneous payment. The technology center is a creditor with respect to limited areas involving a low risk of identity theft. Areas in which the technology center allows a debtor to defer payment owed the technology center include, but are not limited to, adult education tuition, facility use charges and similar accounts. The technology center must review all of its “Accounts” to determine whether any of those accounts are “Covered Accounts.” As to “Covered Accounts,” it must develop an Identity Theft Program (herein referred to as the “Program”) designed to detect, prevent, and mitigate identity theft in connection with a Covered Account.

Definitions

For purposes of this policy, the following definitions apply.¹

“Account” means a continuing relationship established by a person with the technology center to obtain a product or service for personal, family, household, or business purposes. Note that the requirements of the federal rules apply not only to existing accounts but also to new account openings, when a relationship has not yet been established.

“Technology center” means Moore Norman Technology Center.

“Covered Account” pertains to accounts which involve prepayment or contemporaneous payment as well as payment in arrears and means (i) an account that the technology center offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions, such as a tuition account, or facility rental account and similar accounts; and (ii) any other account that the technology center offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the technology center from identity theft, including financial, operational, compliance, reputation, or litigation risks. This category of Accounts includes the technology center’s small business accounts, sole proprietorship accounts, and accounts for which the risk of identity theft is reasonably foreseeable because of how they are opened and accessed (i.e., the accounts can be accessed without face-to-face contact, such as through the Internet or by telephone).

¹ Other than technology center and “personal identifying information”, definitions provided in this section are based upon the definitions provided in 16 C.F.R. § 681.1.
"Credit" means the right granted by the technology center to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase property or services and defer payment therefore.

"Creditor" means a business or organization that regularly defers payment for goods or services or provides goods or services and bills customers later (as opposed to requiring prepayment or contemporaneous payment).

"Customer" means a person that has a covered account with the technology center.

"Identity Theft" means fraud committed or attempted using identifying information of another person without authority.

"Person" means a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.

"Personal Identifying Information" means a person's credit card account information, debit card information, bank, bank account information, and driver's license information and for a natural person includes the individual's social security number, mother's birth name, and date of birth.

"Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

"Service Provider" means a person that provides a service directly to the technology center.

**Creation of Identity Theft Program**

The technology center shall create an Identity Theft Program to protect Covered Accounts. At a minimum, the Program will:

1. Identify and list the Covered Accounts.

2. Identify and list the red flags indicating that someone might be attempting to obtain services, products or information surreptitiously by claiming to be someone they are not.

3. Explain how the technology center will detect red flags that have been identified.

4. Explain how the technology center will respond if a red flag is detected.

5. The Director of Finance will administer the program.

6. Describe the technology center staff who need to be trained on how to detect and respond to identity theft and the training they should receive.

7. To ensure the protection of the technology center clients from identity theft via the technology center contracted service providers, identify the categories of service providers that should be required via contract to assist the technology center in detecting red flags and must therefore either have...
their own red flags program or ensure compliance with the technology center’s red flags program.

8. Identify how the technology center will periodically reassess its operations to ensure that its red flag program reflects the current risks of identity theft to its clients (including, but not limited to, the types of records/accounts that are subject to the Red Flag Rules as Covered Accounts and the activities or occurrences that should be designated as a red flag for identity theft).

9. Be submitted to the technology center’s board for approval.

10. Be annually re-evaluated to determine whether material changes have occurred warranting changes to the technology center’s identity theft policy and program.

**Updating the Program**

Upon the recommendation of the superintendent, the board of education shall annually review and, as deemed necessary by the board, update the technology center’s identity theft prevention program along with any relevant red flags in order to reflect changes in risks to customers or to the safety and soundness of the technology center and its covered accounts from identity theft. In so doing, the board shall consider the following factors and exercise its discretion in amending the program:

1. The technology center’s experiences with identity theft;

2. Updates and methods of identity theft;

3. Updates and customary methods used to detect, prevent, and mitigate identity theft;

4. Updates on the types of accounts that the technology center offers or maintains; and

5. Updates in service provider arrangements.

BOARD OF EDUCATION OFFICERS
TREASURER

The board shall appoint a treasurer for an indeterminate period of time; however, termination can be made at any time by majority vote of the board. The treasurer (and deputy treasurer) is required to post a bond in the amount of $250,000.00 or the amount required by state law – whichever is greater – before assuming the responsibilities of office.

The treasurer is responsible for maintaining a record of all funds received/disbursed by the technology center and presenting a monthly report to the board regarding the district’s income, expenditures and status of invested monies.

The treasurer is directed to maintain an adequate balance in the demand accounts to meet current expenditures. Demand accounts must be held in a financial institution located within the district which meets all collateralization and operational requirements. All deposits and investments must be made in accordance with Oklahoma law.

The treasurer is directed to invest MNTC money according to Oklahoma law, place the income from such investments in eligible funds, and to report regularly to the board regarding this activity.

The treasurer must comply with all applicable board policies, local, state and federal laws, and rules and requirements established by the Office of the State Auditor and Inspector.

In addition to the applicable statutes of the State of Oklahoma, the Treasurer shall adhere to all policies set forth in the Regulations of the State Board of Education as well as any requirement established by the Office of the State Auditor and Inspector. This policy applies to all fund categories maintained by the treasurer.
SURETY BONDS FOR SUPERINTENDENT AND FINANCIAL OFFICERS

Pursuant to OKLA. STAT. tit. 70, §5-116a (2009), the superintendent and any financial officer of the technology center are required to furnish a surety bond in the penal sum of not less than One Hundred Thousand Dollars ($100,000.00) or an amount otherwise set by law to assure the faithful performance of the duties of the superintendent and financial officers.

The board finds that a reasonable definition of “financial officer” is any person whose job description or board policy or practice requires that he or she supervise or handle monetary receipts or disbursements on a reasonably consistent basis and any person who has oversight of funds or who actually transacts financial business on behalf of the technology center. In accord with this definition the board defines “financial officers” to include the individuals holding in whole or in part the following positions or their functional equivalent: chief financial or business officer, encumbrance clerk, payroll clerk, treasurer, assistant treasurer, or activity fund custodian. Provided however, the bonding requirements of this policy shall not apply to the treasurer which requirements are specifically governed by OKLA. STAT. tit. 70, § 5-115 (1991).

The requirement as to the terms, conditions, penalty, amount or quality or type of surety shall be deemed to mean the furnishing of a separate bond or surety contract for each individual officer or employee, or the furnishing of a “blanket bond”. The latter means a technology center officer and employees blanket position bond which covers all officers and employees up to the penalty of the bond for each officer and employee and the full penalty of the bond is always enforced during its term and no restoration is necessary and there is no additional premium after a loss is paid.

The surety bonds required by § 5-116a shall be furnished by a company duly qualified under the insurance laws of Oklahoma and shall be purchased by the technology center. Each surety bond shall be payable to the technology center and require “financial officers” and the superintendent to faithfully perform their duties during their employment or term of office and properly account for all monies and property received by virtue of their position or employment.

In the event of a conflict between this policy and any opinion of a court of competent jurisdiction or an opinion of the Oklahoma Attorney General regarding who constitutes a “financial officer” of the technology center, the opinion will be deemed to control over any contradictory definition in this policy.

Reference: OKLA. STAT. tit. 70 § 5-116a
INVENTORIES

Inventories must be maintained by all personnel of the technology center should it become necessary to file claims arising from fire, theft or storm damage.

A separate furniture and equipment list must be used for each room of the building, listing all items of furniture and equipment that are movable or portable.

Building/site inventories are the responsibility of the superintendent; classroom inventories are the responsibility of the instructors.

Furniture and equipment inventories must be submitted to the superintendent on October 1 of each year.
GENERAL SCHOOL ACTIVITIES ACCOUNT

All revenue received from vending machine and food service commissions will be deposited into the general school activities account within the activity fund. Additionally, interest earned on the deposit of funds within the activity fund will be deposited in the interest account. The general school activities and interest accounts pay for student organization activities, awards, recognitions, advisory committee activities and other activities as may be authorized by the board.
ACTIVITY FUNDS

The board of education will exercise complete control over all activity funds and will adopt appropriate rules and regulations for handling, expending and accounting for all such funds.

At the beginning of each fiscal year, the board will approve all activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

The superintendent will cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit will be furnished to the board, and the cost of the audit will be paid from the general fund.

No expenditures will be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs, activity fund custodian, or Director of Finance. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by the Director of Finance or Superintendent.

All activity monies will be deposited with finance office. The custodian of such funds will cause the funds to be deposited per state statute.

The Director of Finance will cause to be kept complete and accurate accounts of all activity funds and will see that monthly reports are made to appropriate parties.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars ($1,000.00).

Reference: OKLA. STAT. tit. 70 § 5-129
STUDENT FUND-RAISING AUTHORIZATION

The superintendent may authorize fund raising activities during the school year, but the board must be informed of the fund raising at the next regularly scheduled meeting.
RAFFLES

OKLA. STAT. tit. 21 § 1051 allows schools and their affiliated student groups to raise money by conducting raffles in exchange for voluntary contributions. While this law allows for the issuance of raffle tickets in exchange for a voluntary contribution, the sale of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The technology center provides programs and student groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students and the community, the technology center requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on Technology Center Property

Only a technology center program, or a student group affiliated with a technology center program may conduct a raffle or raffle-related activities on technology center property. The group conducting such a raffle is the “sponsoring organization” for purposes of this policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on technology center property unless prior approval has been given, in writing, by the deputy superintendent. In order to receive approval, the student group must prepare a Request for Raffle form and submit it to the deputy superintendent. The deputy superintendent will not issue an approval unless the form is complete and unless the organization is in compliance with the Raffle policy and policy concerning student fund raising activities. In addition, before providing the approval, the deputy superintendent must obtain the approval of the board, unless raffle-related activities have already been approved as a fund raising activity for the student organization. The deputy superintendent may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account, as well as the number of raffles or other fund raising activities already approved for the calendar year. This decision may be appealed to the superintendent.

If the raffle is being sponsored by the technology center, generally and not by a student group, approval for such a raffle must be granted by the board upon the request of the deputy superintendent or the superintendent.

General Requirements

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.
The sponsoring organization may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity.

All tickets remain the responsibility of the sponsoring organization with accountability to the deputy superintendent.

The fair market value of any one (1) prize may not exceed $5,000.00.

Information Printed on Tickets

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;
2. Date, time and place of drawing;
3. The technology center’s name; and
4. Consecutive numbering.

Records of Raffle Activity

The sponsoring organization must report in writing to the deputy superintendent the following information within five (5) days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;
2. Total raffle tickets sold;
3. Total gross receipts;
4. Details of expenses related to the activity;
5. Net proceeds (gross proceeds minus expenses); and
6. Details of the expected use of the profits from the activity.

If the fair market value of the prize is $600.00 or more, then the technology center must also obtain, and keep for its records, the Social Security number of the prize winner and his/her address.

If the raffle is being sponsored by the technology center, generally and not by a student group, this information should be submitted to the technology center’s superintendent.

Federal Taxation Issues

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is $600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099s must be sent to the technology center’s business office. Note that prizes with a fair market value of $5,000.00 or more are prohibited by the technology center.

Reference: 21 O.S. §1051
HIRING

The technology center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of its educational programs, activities, recruitment, admissions, or employment practices. In order to ensure against discrimination, established procedures for advertising full-time employment vacancies have been developed. They are described below.

The technology center will advertise all job openings both internally and externally with the following exceptions:

1. When reorganization within the technology center creates new positions that can be filled through transfer of an existing qualified school employee.

2. When there is one or more qualified candidate employed by the technology center and the superintendent has concluded that the position should be filled through promotion or transfer of an existing employee. In this case, the position will be advertised internally only.

In both of the above instances, the superintendent may determine that although the school has individuals qualified for a vacancy, the technology center would be best served by seeking a broader applicant pool from which to fill the position.

When vacancies are advertised externally, the following procedure will be followed:

1. A notice of the vacancy will be placed in a newspaper of local circulation.

2. A notice will be posted on appropriate websites and job boards.

Upon receipt of the applications for an advertised position, a representative from the human resources office or hiring department will review the submissions to ensure that the applicants have met the stated qualifications. Interviews will be conducted to select the individual who is best matched to the responsibilities listed in the job description for each position vacancy.

The final decision regarding recommendation for employment is made by the superintendent. The superintendent will recommend one or more applicants to the board of education at the next regularly scheduled meeting.

Notification will be made to all unsuccessful applicants.

The technology center is under no obligation to consider unsolicited applications. In the event the human resources office receives an application prior to posting a vacancy, a representative may contact the applicant and inform him or her that there are no openings.
currently available but that an opening may be available in the immediate future and encourage the applicant to check back with the district for opportunities.
EMPLOYEE APPEARANCE

The board places a priority on presenting an appropriate public image to those served by the district. This policy establishes the standards for professional grooming and dress for all technology center employees.

The technology center generally requires that employees report to work wearing business casual attire. Administrators may be regularly required to dress more professionally than business casual, and all employees may have occasions which require more formal attire. Special circumstances or job duties may also permit relaxed attire and employees working in selected fields, such as healthcare, may be required to wear scrubs or other career specific clothing. All employees are expected to dress appropriately for the work being performed.

No employee will be permitted to wear clothing/accessories or engage in grooming which poses a safety hazard or is, in the discretion of the administration, offensive or harassing.

Shoes

Shoes must be in good repair and appropriate for the environment. No employee may wear flip flops at any time.

Employees who work primarily in an office are expected to wear dressy or business casual shoes such as loafers, heels, flats, dressy sandals or boots. Athletic shoes are generally not permitted.

Employees who work primarily in labs, shops, or maintenance areas may wear, or may be required to wear, safety shoes or other shoes approved by the supervisor. All employees working regularly in these areas must wear closed-toe shoes.

Clothing

All clothing must be laundered and in good repair. No employee is permitted to wear tops/shirts which expose the midriff, back, shoulders or chest (unless those tops are worn under another shirt, sweater or jacket). Pants which sag or expose the employee’s undergarments, shorts (except those worn by selected maintenance employees during summer months), sweats, pajamas, and clothing with words or images are prohibited (except official Moore Norman Technology Center attire).

Employees who work primarily in an office area are not permitted to wear jeans or t-shirts. Official Moore Norman Technology shirts are permitted.

Employees who work primarily in labs, shops, or maintenance areas may wear t-shirts and jeans at the discretion of and at times designated by the employee’s supervisor.
Accessories

Hats, caps and head coverings are typically not permitted unless approved by the employee’s supervisor or the employee is working outdoors or in an area requiring a hard hat.

Jewelry must be appropriate for the work environment and not pose any safety hazard. Body modifications, including piercings and tattoos, must not be distracting.

Employees may wear accessories related to the expression of their personal religious beliefs or a health concern in all work places where safety would not be compromised.

Grooming

Hair must be clean and styled in a non-distracting manner. Facial hair must be neatly trimmed.

Employees may deviate from this grooming practice related to the expression of their personal religious, cultural or ethnic customs in all work places where safety would not be compromised.

Employees are required to maintain good personal hygiene and if wearing perfumes and cologne use in moderation.

Enforcement

Supervisors are available to consult with employees regarding the appropriate application of this policy. The board expects supervisors to consult privately with any employee who violates this policy prior to initiating formal disciplinary action under this policy.
EMPLOYMENT REFERENCES -- RELEASE
OF INFORMATION REGARDING EMPLOYEES

The technology center receives phone calls and letters from prospective employers inquiring regarding current or former employee job performance. These inquiries are typically received regarding former technology center employees who are seeking employment. However, in some instances, inquiries relate to current employees who are seeking employment outside the technology center. Applicable law, related to employment references, provides:

An employer may disclose information about a current or former employee's job performance to a prospective employer of the current or former employee upon request of the prospective employer and with consent of the current or former employee, or upon request of the current or former employee. The employer is presumed to be acting in good faith, unless lack of good faith is shown by a preponderance of the evidence. The current or former employer shall be immune from civil liability for the disclosure unless the presumption of good faith is rebutted upon a showing that the information disclosed by the current or former employer was false and the employer providing the information had knowledge of its falsity or acted with malice or reckless disregard for the truth.

Accordingly, the technology center's response to requests for employment references shall be limited to confirmation that the individual is or was an employee of the technology center, the dates of employment, and the position held by the employee. No other information shall be furnished, as a part of an employment reference, unless the technology center receives a written consent to release information signed by the employee. All requests for employment references shall be directed to the human resources department. Employees may obtain forms appropriate for releasing information from the human resources department.

The technology center shall only release that information which is consented to by the employee or former employee unless the record or document sought is a public record. Accordingly, if the employee limits the consent to release records to certain named documents, then the technology center shall only provide the prospective employer with the materials or documents expressly identified in the release. In the event the technology center's representatives are unable to determine the materials or documents to be released because the release is unclear, the employee or the prospective employer will be advised that the release is unclear and no information will be released until the employee, in writing, delineates, to the satisfaction of the technology center, the material or documents covered by the employee's consent to the technology center's release of information.

Reference: OKLA. STAT. tit. 40 § 61
PERSONAL WIRELESS DEVICES

MNTC expects all students to devote their full attention to education while at school or during education activities. Further, the district expects all employees to devote their full attention to their duties during work hours. Accordingly students and employees should limit their use of personal wireless devices during school and work hours. Wireless devices include, but are not limited to, cell phones, laptops, recorders, smartglasses, etc.

Smartglasses and similar technology is prohibited on campus by all individuals at all times. The use of any other audio/visual recording and camera features are strictly prohibited in private areas. Private areas are locations such as restrooms, changing rooms, and similar areas. Students who observe a violation of this provision shall immediately report this conduct to an instructor or a campus administrator. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor or other administrator.

Students

Students are authorized to carry personal wireless devices while attending MNTC under the following conditions:

- the device must be set to silent notification at all times;
- the device must not be used in the classroom, during meetings, or during any related education activity, except when devices are used for educational purposes with permission and direction from the instructor;
- the device must not be used during any activity when use of the device would disturb others; and
- the device must not be used to take pictures or make recordings of any person(s) without first obtaining permission.

Students may not use any personal wireless device to:

- send or receive answers to test questions while a test is being administered;
- threaten, harass, intimidate, or bully;
- take, possess, view or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Employees

Employees are permitted to use personal wireless devices while at work provided that the use does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Employees will make reasonable efforts to use technology center resources rather than personal wireless devices for electronic or digital communications with other employees, parents of students, and students.
Employees may not use personal wireless devices while operating a technology center vehicle or while conducting school business in a personal vehicle.

Personal wireless devices belonging to employees may be shared with students for emergency use only.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee’s supervisor.

The technology center fully acknowledges that an employee’s personal wireless communications devices are the personal property of the employee. If an administrator has reasonable suspicion that an employee’s personal equipment contains prohibited content, the administrator must notify the superintendent or designee immediately.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.
ALCOHOL AND DRUG TESTING FOR BUS DRIVERS

Purpose

The purpose of this policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This policy is intended to comply with the school district's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

Definition of Terms

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and placed on a conforming products list for such devices.
5. "Alcohol use" means the drinking or swallowing any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Blind specimen" means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.
8. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.
9. "CDL" means commercial driver's license.
10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. “Confirmatory drug test” means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

12. “Confirmed drug test” means a confirmatory drug test result received by a MRO from a laboratory.

13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opiates, or a metabolite of any of these substances.

14. “Designated employer representative” ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

15. “Dilute specimen” means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee’s duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

17. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations.

18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.


20. “Initial drug test” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

21. “Initial validity test” means the first test used to determine if a specimen is adulterated, diluted, or substituted.

22. “Invalid drug test” means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

23. “Medical review officer” ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.
24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

25. “Screening Test Technician” (“STT”) means a person who instructs and assists employees in the alcohol testing process and operates an ASD.

26. “Service agent” means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.

27. “Split specimen” means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

28. “Stand-down” means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.

29. “Substance Abuse Professional” (“SAP”) means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

30. “Substituted specimen” means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

31. “Verified test” means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

Required Testing & Consent

The following testing is required of all drivers:

Pre-Employment Testing and Consent

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

1. Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. Controlled Substances

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and

ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and

iii. The employer ensures that no prior employer of the driver of whom the employer has knowledge has records of a violation of this part or the controlled substance use rule of another DOT agency within the previous six months.

3. Preemployment Consent

The school district shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

i. Alcohol tests with a result of 0.04 or higher alcohol concentration;

ii. Verified positive drug tests;

iii. Refusals to be tested (including verified adulterated or substituted drug test results);

iv. Other violations of DOT agency drug and alcohol testing regulations; and

v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the school district shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.
Drivers are responsible for furnishing the district with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The school district shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver’s first performance of safety-sensitive functions.

Prior to the driver’s first performance of safety-sensitive functions, the school district shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver’s failure to obtain safety-sensitive transportation work, and (4) over the period of two years preceding the date of the employee’s application for employment with the school district. If the driver admits to a positive test or a refusal to test within the past two years, the school district shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

4. Consequences Associated with Preemployment Testing

The school district may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the district in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the district’s policies and procedures applicable to employee termination.

Post-Accident Testing

1. Alcohol

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.

ii. Each surviving driver who received a moving traffic violation arising from the accident within eight hours of the occurrence, if the accident involved:

   a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

   b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.
If the test is not administered within two hours of the accident, the employer must prepare and maintain a record of why the test was not administered. If the test is not administered within eight hours of the accident, the driver’s supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the school district.

2. Controlled Substances

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.

ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:

   a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

   b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver’s supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the school district.

Random Testing

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based
random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout the calendar year.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be ten percent (10%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

**Reasonable Suspicion Testing**

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

**Return to Duty Testing**

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until: (i) an alcohol test
shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this policy

A driver who has engaged in conduct prohibited by this policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

Follow-up Testing

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The school district must carry out the SAP’s follow-up testing requirements.

Test Procedures

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

1. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD

i.  When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds. The BAT or STT will show the driver the displayed test result. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician’s name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.
ii. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

iii. If the breath test is 0.02 or higher, a confirmation test is required. The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.

iv. If the confirmation test result is lower than 0.02, nothing further is required of the driver.

v. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.

vi. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

2. Procedure for an Alcohol Screening Test Using Saliva ASD

   When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.

Controlled Substances Testing Procedures

1. Procedures for Collection of Urine Specimens

   i. All urine collections must be split specimen collections.
ii. The school district must direct an immediate urine collection under direct observation with no advance notice to the driver, if:

a. the laboratory reported to the Medical Review Officer (“MRO”) that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or

b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.

c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation.

iii. The school district must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.

iv. A driver must receive an explanation of the reasons for a directly observed collection.

v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens

i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.

ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opiate metabolites, and (e) phencyclidine (PCP).

iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.

iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.

v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
vi. If a driver makes a timely request for a split specimen test, the school district must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the school district must pay for the split specimen testing and seek reimbursement from the driver.

vii. The MRO will report split specimen test results to the DER and driver.

viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.

ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.

x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.

xi. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.

xii. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver’s medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.

xiii. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.
Prohibitions

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

Alcohol

i. The driver has an alcohol concentration of 0.04 or higher as measured on a breath test.

ii. The driver displays behavior or appearance characteristics of alcohol misuse.

iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.

iv. The driver possesses alcohol while on duty.

v. The driver uses alcohol during duty performance.

vi. The driver has used alcohol within the four hours prior to performing duties.

vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

viii. The driver has refused to take a breath test for alcohol use.

ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

Controlled Substances

i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.

ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.

iii. The driver has a positive confirmed test for a controlled substance.

iv. The driver displays behavior or appearance characteristics of controlled substance use.

v. The driver has refused to take a controlled substance test.

Refusal to Test

A driver has refused to take an alcohol or controlled substance test if s/he:
i. Fails to appear for any test as directed by the school district.

ii. Fails to remain at the testing site until the testing is complete.

iii. Fails to provide a urine specimen.

iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.

v. Fails to permit a directly observed or monitored collection.

vi. Fails or declines to take a second test the school district or collector has directed.

vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.

viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).

ix. Has a verified adulterated or substituted test result.

**Standing Down Employees**

Stand-down is “the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.”

1. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

2. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

3. The district may assign a driver non-driving duties pending the receipt of a verified test result when the district has reasonable suspicion to believe the employee is impaired.

4. When the district does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

**Referral and Treatment**

A driver who violates any of the prohibitions in this policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.
A driver who violates any of the prohibitions in this policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the school district shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the school district may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more.

The school district is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP’s recommendations.

**Educational Materials**

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the school district's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the school district's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this policy. The district’s staff will prepare and distribute appropriate educational materials as provided for in this section.

**Maintenance of Records**

Upon written request, a driver is entitled to obtain copies of any school district records concerning the driver’s use of alcohol or controlled substances, including test results.
The school district shall not release individual test results or medical information about a driver to third parties without the employee’s specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the school district may release information pertaining to a driver’s drug or alcohol test without the employee’s consent in certain legal proceedings.

**Disciplinary Action**

Employees who violate any prohibition in this policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the district’s efforts to fulfill its testing obligations.

**Other Policies**

This policy does not supersede any other school district policy pertaining to alcohol misuse or controlled substance use by school district employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with Oklahoma’s Act regarding drug and alcohol testing of personnel.
PROFESSIONAL CONDUCT BY STAFF

The board of education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive, or appropriate learning environment.

The board believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee's job and commitments to students and others.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires technology center teachers to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

For purposes of this policy, the term "staff member(s)" shall include all regular full-time employees and all non-regular employees (part-time employees, substitute employees, and temporary or adjunct employees) of the District. The term "board member(s)" shall include all members of the Board of Education.

Specific Responsibilities

Essential to the success of ongoing technology center operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of technology center administration in regard to students.

2. Concern and attention toward their own and technology center legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.

3. Avoidance of exploitation of relationships with students, other staff members, or technology center patrons.

4. Consistency and promptness in attendance at work.

5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of technology center property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the superintendent, or other technology center official.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, instructors, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the superintendent or superintendent’s designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student’s age or the student’s placement in or out of the teacher’s class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators, and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

The technology center has adopted policies relating to employee and student use of wireless telecommunication devices and social networking sites. Employees shall adhere to these provisions.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.
Exploitation by Supervisors or Board Members of Subordinate Employees

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates, or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of technology center property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business, and purchasing practices.

Outside Employment and Activities

Employees are required to devote adequate time and energy to their employment duties at MNTC. No employee may conduct outside business or activities during scheduled work time or using MNTC equipment, supplies, or labor. MNTC employees may not use customer, client or employer information obtained during their work at MNTC to further an outside business interest or activity. All technology center employees are prohibited from engaging in any financial transaction, directly or indirectly, which creates the appearance of a conflict of interest with his/her role as a technology center employee.

Every employee of the technology center has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.
STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I
Commitment to the Students
Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning;
2. Shall not unreasonably deny the student access to varying points of view;
3. Shall not deliberately suppress or distort subject matter relevant to the student’s progress;
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
5. Shall not intentionally expose the student to embarrassment or disparagement;
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
   A. Exclude any student from participation in any program;
   B. Deny benefits to any students;
   C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage; and

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

**PRINCIPLE II**
Commitment to the Profession

*Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993*

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement, or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist an unqualified person in the unauthorized practice of the profession.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**PRINCIPLE III**

1. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
A. Willful neglect of duty.

B. Repeated negligence in performance of duty.

C. Mental or physical abuse to a child.

D. Incompetency.

E. Instructional ineffectiveness.

F. Unsatisfactory teaching performance.


H. Abandonment of contract.

2. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

3. A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

A. Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or

B. Any felony offense.

4. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

A. “Criminal sexual activity” means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

B. “Sexual misconduct” means the soliciting or imposing of criminal sexual activity

As used in this section, “abandonment of contract” means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.
EVALUATION, FULL-TIME INSTRUCTIONAL AND CERTIFIED PERSONNEL

Evaluation of certified instructors as defined by law, and other instructional staff as designated by Moore Norman Technology Center, herein referred to as teacher, shall emphasize improvement of instruction and professional growth.

Observation and evaluation of individual performance, utilizing the approved evaluation instrument, shall be used first for the purpose of providing suggestions and assistance on generally accepted criteria for effective teaching, and second for determining whether teaching performance meets with the degree of excellence required for continued employment.

The evaluation shall be conducted by an administrator designated by the Superintendent. The evaluator shall be certified by the State Department of Education to evaluate certified personnel.

Who Shall Be Evaluated

1. Each probationary teacher shall be evaluated at least twice each school year, once before November 15, and once before February 10.

2. Each career teacher shall be evaluated at least once each school year in accordance with state statute.

Evaluation Procedure

1. A copy of the evaluation shall be given to the teacher after it has been completed by the evaluating administrator.

2. The teacher shall be given an opportunity to discuss the evaluation with the evaluator in a joint conference.

3. The teacher shall acknowledge the evaluation has been made by signing the document in duplicate following the evaluation conference.

4. One copy of the form shall be retained in the teacher's personnel file maintained by the administrator, and one copy shall be given to the teacher.

5. The teacher may submit a written response to the evaluation within two weeks. This response must be placed in the file along with the evaluation.

6. The teacher may ask for a second evaluation by a different evaluator.

7. The evaluation instrument and response shall be available only to the teacher, the administrator making the evaluation, the Superintendent, the Board of Education, the attorney for the Board of Education, the board and
administrative staff of any district to which the evaluatee applies for employment, the hearing panel involved in a non-renewal or dismissal, and such other persons named by the teacher in writing as being permitted access to the evaluation.

8. Each new teacher shall be furnished a copy of this evaluation form upon employment.

9. The procedures, criteria, instruments and process of evaluation will be subject to review and annual approval by the Board of Education. The instrument is also subject to approval by the majority of the instructors on an annual basis. All evaluation instruments approved for use must meet the minimum criteria of the State Department of Education. Any legislative act, State Department ruling, or court decision which makes any part of this policy unlawful will in no way make inactive the rest of this policy.
Definitions and Scope

"Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.

"Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.

"Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.

"Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.

"Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity at Moore Norman Technology Center under a written teaching contract.

"Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity at Moore Norman Technology Center under a written teaching contract.

This policy does not apply to:

1. substitute teachers,
2. adult education teachers or instructors,
3. teachers employed on temporary contracts, and
4. administrators, except with regard to service in an instructional, non-administrative position.

This policy does apply to teachers employed in positions fully funded by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

Grounds for Dismissal or Nonreemployment

A. A career teacher may be dismissed or not reemployed for:
1. willful neglect of duty,
2. repeated negligence in performance of duty,
3. incompetency,
4. unsatisfactory teaching performance,
5. instructional ineffectiveness,
6. mental or physical abuse to a child,
7. commission of an act of moral turpitude,
8. abandonment of contract,
9. criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,
10. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
11. failure to meet local school board staff development requirements (non-reemployment only), and
12. any other grounds hereafter allowed by law.

B. Abandonment of contract means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

C. A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.

D. A probationary teacher may be dismissed or not reemployed for cause.

E. A cause listed in 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

F. Corrective Action – Admonishment / Plan for Improvement
1. When the administrator who has evaluated a teacher pursuant to Moore Norman Technology Center policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:

(a) admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and

(b) establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

2. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the administrator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the administrator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.

3. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

Procedures for Dismissal or Nonreemployment

A. Commencement of Action

1. Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed by Moore Norman Technology Center, the superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.

2. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

B. Suspension

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of students, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher
without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher’s case is finally adjudicated, except such extension shall not include any appeal process.

C. Notice and Hearing

1. Prior to the time that the board of education takes any action to dismiss or nonreemploy a teacher, whether the board is acting on its own volition or on a recommendation of the superintendent, the clerk of the board or other individual designated by the board shall deliver to the teacher a copy of the recommendation (or a comparable statement of grounds and underlying facts, if the board is acting on its own volition), and a notice that the teacher has a right to a hearing before the board stating the date, time and place set by the board for the teacher hearing. Delivery of the recommendation shall be by any of the following: (1) certified mail, restricted delivery, return receipt requested; (2) personal delivery to the teacher with a signed acknowledgment of receipt; or (3) process server. In the same manner the board or individual designated by the board shall notify the teacher of the right to a hearing before the board and the date, time and place for the hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the receipt of the notice by the teacher, or after the date on the personal receipt by hand-delivery to the teacher, or after the date of delivery by process server. Notice of a recommendation of nonreemployment or possible nonreemployment action by the board acting on its own volition shall be given to the teacher prior to the first Monday in June.

2. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.

Teacher Hearing

3. The hearing shall commence with a statement to the teacher of the teacher’s rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher’s dismissal or nonreemployment. The teacher shall then have the right to present the teacher’s side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher’s dismissal or nonreemployment in executive session.

4. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher’s behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
5. After due consideration of the evidence and testimony presented at the teacher’s hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable. The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.

6. The teacher shall be sent notice of the board’s decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board’s decision.

7. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board’s decision is final. If the teacher’s hearing is for nonreemployment, and not for dismissal, the teacher’s compensation and benefits may continue only until the end of the teacher’s current contract.

Termination Based on Reduction in Force

Career teachers and probationary teachers nonreemployed due to a reduction in force shall not be entitled to any other post-decision review or appeal. The decision of the board of education in terminations based on reduction in force is final and nonappealable. Terminations resulting from a reduction in force are not included within the procedures provided by this policy and are not within the Teacher Due Process Act of 1990.
SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF SUPPORT EMPLOYEES

1. Definitions

A. "Support Employee" shall mean an employee of the technology center who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the technology center.

B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the technology center for a minimum of 172 days per year.

C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the technology center's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.

E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

F. "Termination" shall mean the discharge of the support employee from his/her employment with the technology center during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.
2. **Policy On Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Support Employees**

A full time support employee who has been employed by the technology center for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the technology center for less than one year (12 months) or is employed on an adult program contract is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. **Cause For Suspension, Demotion, Termination Or Nonreemployment**

A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the technology center; or

ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of technology center property.

B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

4. **Procedures For Suspensions Without Pay, Terminations And Demotions**

A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

i. The superintendent or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

ii. The superintendent of the technology center or his or her designee shall explain to the support employee the evidence against the support employee;

iii. The superintendent of the technology center or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.
B. After the support employee is afforded the above hearing rights the superintendent of the technology center or his or her designee may take any of the following actions:

i. Suspension without pay for ten (10) working days or less as a disciplinary measure;

ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

iii. Demotion of the support employee;

iv. Termination of the support employee;

v. Conclude that no disciplinary action is appropriate.

C. The support employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the technology center for more than one (1) year shall be entitled to the following hearing rights:

A. The board of education or the superintendent of the technology center or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;

B. The written notification shall set out the cause(s) for such action;

C. The support employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures For Appeal To The Board Of Education

A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.

B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.
C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the technology center within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the technology center in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

D. Hearing before board of education:

i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the technology center, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the technology center administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the technology center administration. The support employee shall then have the right to present his/her side of the matter. After both the technology center administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the
severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.
SUPPORT EMPLOYEE RULES FOR CONDUCT

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Unapproved or excessive absenteeism.
6. Chronic absenteeism for any reason.
7. Unapproved or excessive tardiness.
8. Chronic tardiness.
9. Wasting time or loitering during working hours.
10. Leaving work area during work hours, without permission, for any reason.
11. Possession of weapons on school premises¹, in school district vehicles or while on duty.
12. Removing technology center property or records from the premises without proper authority.
13. Willful abuse, misuse, defacing, or destruction of technology center property, including tools, equipment, or property of other employees.
14. Theft or misappropriation of property of employees or students of the technology center.
15. Sabotage.

¹ Support personnel with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a handgun in the school parking lot but that weapon must be stored in the employee’s vehicle pursuant to Oklahoma law.
16. Distracting the attention of others.
17. Refusal to follow instructions of supervisor.
18. Refusal or failure to do work assignment.
19. Unauthorized operation of machines, tools, or equipment.
20. Threatening, intimidating, coercing or interfering with employees or supervisors.
21. Threatening, intimidating, coercing or exploiting students.
22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
24. Creating or contributing to unsanitary conditions.
25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.
26. Practical jokes injurious to other employees, students or technology center property.
27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
28. Disregard of known safety rules or common safety practices.
29. Unsafe operation of motor driven vehicles or equipment.
30. Operating machines or equipment without using the safety devices provided.
31. Gambling, lottery, or any other game of chance on technology center property.
32. Unauthorized distribution of literature, written or printed matter of any description on technology center property.
33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
34. Poor workmanship.
35. Immoral conduct or indecency including abusive and/or foul language.
36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.

37. Walking off job.

38. Clocking in or out on another employee's time card or time sheet.

39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizes and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.

40. Refusal of job transfer, if the transfer does not result in a demotion.

41. Abuse of "breaks" (rest periods) or meal period policies.

42. Insubordination of any kind.

43. Dishonesty of any kind, including withholding pertinent information from a supervisor.

44. Wrongdoing of any kind.

45. Violation of a law or regulation.

46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.

47. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.

48. Misuse or abuse of any technology center leave policy or guidelines.

49. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.

50. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.

51. When it is in the best interest of the technology center, any support personnel may be suspended, demoted, terminated or nonreemployed.

52. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.
RESIGNATION OF SUPPORT EMPLOYEES

Support employees may submit a written resignation from employment with the technology center at any time. The resignation must be written, dated, signed and specify the date upon which it is effective. The resignation must be mailed to the superintendent or designee by certified mail, return receipt requested, or delivered to the superintendent or designee’s office. An acknowledgment of receipt of hand-delivered copies shall be placed on the face of the resignation.

The superintendent or designee is authorized to accept the written resignation of any support employee and shall advise the support employee in writing that the resignation has been accepted. The superintendent shall advise the board of education of the support employee’s resignation.

Payment of final compensation shall be processed and disbursed at the scheduled times.
Definitions

Complaint: A written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Grievant: Any person enrolled in or employed by the technology center or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his/her duties.

Section 504/Title II Coordinator – Educational Services Director (for questions or complaints based on disability concerning students); and Section 504/Title II Coordinator – HR Director (for questions or complaints based on disability concerning employees, patrons and other adults):

Moore Norman Technology Center
Attention: HR Director (employees) / Educational Services Director (students)
4701 12th Ave. NW, Norman, OK 73069

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), and Age Act (for questions or complaints based on age) Coordinator:

Moore Norman Technology Center
Attention: Educational Services Director
4701 12th Ave. NW, Norman, OK 73069
Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Moore Norman Technology Center
Attention: HR Director (employees) / Educational Services Director (students)
4701 12th Ave. NW, Norman, OK 73069

Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day when the technology center's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the Coordinator or deputy superintendent, as applicable, and reasonable effort should be made by the technology center at this level to resolve the problem or complaint.

Filing, Investigation, Hearing and Review Procedures

The Grievant submits a written complaint to the applicable Coordinator, stating the basis, nature and date of the alleged discrimination, harassment, or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the offices of the technology center Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to a. confirm or deny facts; b. indicate acceptance or rejection of the Grievant's requested action; and c. outline alternatives.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the technology center's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.
If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five (5) days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within five (5) days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within ten (10) days after the Coordinator refers the matter to the superintendent for hearing.

At the hearing, the superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within five (5) days after completing the investigation, the superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within five (5) days after receiving the appeal. The clerk will place the appeal on a board agenda within thirty (30) days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

**General Provisions**

**Extension of time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than one hundred twenty (120) days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the technology center.
No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three (3) years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Corrective Action:** After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

**Retaliation:** The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact the technology center Section 504/Title II Coordinator:

Moore Norman Technology Center  
Attention: Deputy Superintendent  
4701 12th Ave. NW, Norman, OK 73069

**Notice:** The technology center will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

**Outside Assistance:** Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106  
(816) 268-0550 / (816) 268-0599 (Fax) / (877) 521-2172 (TTY)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)
SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF ADMINISTRATORS

Certified Administrators

Full-time certified administrators may be suspended with pay if the administration or the board believes such an action is in the best interest of the technology center. Within ten (10) days of the effective date of the suspension the administrator shall either be returned to work or dismissal or nonrenewal proceedings will be commenced against the administrator. To commence dismissal or nonrenewal proceedings, the administrator must be given a written statement which states the proposed action, lists the reasons for the action and notifies the administrator of applicable hearing rights.

If the administrator requests a hearing within ten (10) days after receiving the written notice regarding the adverse employment action, he/she will receive a hearing which complies with all aspects of the law. An administrator’s failure to request a hearing within the ten (10) day period waives the administrator’s hearing right. The board’s decision is final.

Non-Certified Administrators

Full time non-certified administrators will be suspended, demoted, terminated or nonreemployed according to the provisions established for the suspension, demotion, termination or nonreemployment of support employees. Like all support employees, non-certified administrators who have been employed less than one (1) year are at-will employees with no right to a hearing before the board in the event of a termination or nonreemployment action.

1 If the suspension is based on a criminal charge or indictment, the suspension may be extended through full adjudication at trial, but not during any appeal proceeding.
SUBSTITUTE INSTRUCTORS

The board of education employs substitute teachers to follow the daily lesson plan provided by a regular teacher who is unable to be present in his/her class. Individuals wishing to perform duties as a substitute teacher must be annually approved by the board or be subsequently approved by the board for inclusion on the school’s master list of substitute teachers. Only substitute teachers included on the technology center’s approved substitute list will be employed. All substitute teachers will be paid at the annual board approved substitute rate of pay.

Prior to employment with the technology center, a substitute teacher may be required to undergo a background check pursuant to the board’s policy governing criminal records searches. General exceptions to the background check requirement relate to teachers of ten or more years who have retired from the technology center and individuals who have been full time Oklahoma teachers in the past five years at another district where a background check is already available.

The employment of an individual substitute teacher within the technology center shall be limited as follows:

• maximum of 90 days per school year if the substitute does not have a current or lapsed/expired teaching certificate or bachelor’s degree, with a maximum of 90 days in the same assignment;

• maximum of 100 days if the substitute has a lapsed/expired certificate or possesses a bachelor’s degree, with a maximum of 100 days in the same assignment; or

• no limit on the number of days within the district or in the same assignment if the substitute holds a valid certificate.
SAFETY

The board values technology center employees and is concerned for the safety of all employees. The board will establish, through the superintendent, healthful and safe working conditions, and insist on safe work practices and methods. Technology center employees are required to comply with all applicable regulations and laws concerning employee safety.

The superintendent is responsible for ensuring compliance with all applicable health and safety regulations, including establishing necessary procedures and positions to carry out this compliance.
INSTRUCTOR PRESENCE IN THE SHOP/LAB OR CLASSROOM

An instructor must be present or within unobstructed sight of the shop/lab or classroom when students are present. Under no circumstances should classes be left unattended whether or not equipment is being operated.

In the event that an instructor must temporarily leave the shop/lab or classroom, the authorized campus administrator or supervisor may assign another technology center employee (i.e. counselor, office staff) to be present in the shop/lab or classroom until the instructor returns.
ADMINISTRATION OF SALARY SCHEDULE

The board annually adopts a salary schedule for personnel employed in positions for which certification is required. The schedule is good for one (1) year only and the decision to grant a step increase on the schedule is subject to annual board action.

Placement on the salary schedule is calculated as follows:

Education

1. Less than sixty (60) college hours
2. Sixty (60) or more college hours
3. Bachelor’s degree
4. Bachelor’s degree plus standard teaching certificate
5. Master’s degree
6. Master’s degree plus thirty (30) graduate hours

Official verification of the education level must be provided to the payroll office prior to being placed on the salary schedule.

Experience

1. One (1) step for each year (minimum of 120 days per year) as a full time teacher at the secondary or post-secondary level.

2. One (1) step for every two (2) years of full time occupational experience (industry must be closely related to the area to be taught)

3. One (1) step for every year of military service, up to five (5) steps. Note: additional steps may be granted if the experience is related to the area being taught.

Regardless of experience, no individual may receive an initial placement on the salary schedule higher than step ten (10).
MULTIPLE EMPLOYMENT ASSIGNMENTS

Employees are permitted to work multiple assignments as long as the combination of those assignments does not make it likely that the technology center will be required to pay the employee overtime. No employee is permitted to work more hours than he/she is authorized.

Employment benefits will be granted based on the employee’s primary position unless otherwise provided by law. The primary position is the position in which the employee works the most hours.

Exempt Employees

School administrators and teachers are exempt from overtime payments, and other employees may also be exempt based on the duties they perform. Exempt employees will not be employed in multiple positions if such employment would jeopardize the employee’s exempt status. Exempt employees may be assigned an extra duty such as activity sponsor, etc. and receive a stipend in accordance with the terms of an extra duty contract.

Non-Exempt Employees

Support personnel and others who are not exempt from overtime payment must work a total of forty (40) hours per week or less in all positions unless they have prior written authorization from a supervisor. Supervisors may only permit overtime under unusual or extraordinary circumstances. Any individual who violates this policy is subject to disciplinary action, up to and including termination.

Non-exempt employees who work multiple positions at different hourly rates will be paid for authorized overtime at a blended rate.
The Fair Labor Standards Act (FLSA) extends flexibility to technology centers in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, the technology center will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee’s entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the technology center’s other policies concerning FLSA. The technology center’s administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The technology center’s policy and applicable procedures concerning compensatory time are more fully detailed below.

Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given by the employee’s supervisor, the deputy superintendent, the superintendent, or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the technology center may provide compensatory time (“comp time”) off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee’s supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be requested by the employee and approved by the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time by the end of the current quarter, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the technology center. All requests to use comp time must be requested in the leave system. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used within the current quarter.
When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purpose.

Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the technology center. Although the technology center appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the technology center or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the technology center who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

Payment for Comp Time

Comp time which has not been used by the end of the quarter in which it was earned (September, December, March, and June) will be paid on the following month’s payroll (October, January, April, and July).

Any non-exempt employee whose employment with the technology center terminates and who has accrued but not used comp time shall be paid at time and a half of his/her regular hourly or salary rate in effect at the time the employee receives the payment. The technology center reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

Notice of policy to Nonexempt Employees

A copy of this policy will be provided to all of the technology center’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the technology center, will remain in effect while the employee works for the technology center. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the technology center.
EMPLOYMENT OF FAMILY MEMBERS

The board of education concurs with and supports the public policy stated in OKLA. STAT. tit. 70 §§ 5-113 and 113.1, limiting the employment of individuals related to members of the board of education. In addition, the board believes that the employment of individuals related by blood or marriage to current employees creates similar possibilities for conflicts of interest, favoritism or the appearance of favoritism, and disruption of the efficient and impartial administration of technology center business resulting from family conflicts.

Therefore, the board has determined that it is in the best interest of the technology center to adopt the following employment regulations:

1. For purposes of this policy, "family members" includes the following individuals (and their spouses): parents, grandparents, children, stepchildren, grandchildren, siblings, aunts and uncles.

2. The technology center shall not employ any family member of a current technology center employee.

This policy shall not apply to employees who become related within the second degree subsequent to employment, nor shall it apply to employees who are so related at the time of the adoption of this policy. The provisions of this policy do not apply to the area of short-term Business and Industry Services (BIS) instructors, substitute teachers, and bus drivers.

Board members who become “family members” with an employee may finish an unexpired term but are not eligible to run for or serve a successive term. Board members who become family members with a district employee are prohibited from participating in any personnel or litigation matter concerning the employee. The board member may vote on collective bargaining agreements or on the renewal of contracts as a group if the board member's vote is necessary to form a quorum.
TUITION ENHANCEMENT FOR REGULAR FULL-TIME EMPLOYEES

The board encourages all employees to further their knowledge and skills through additional education. Regular full-time employees with degree plans approved by the MNTC superintendent are eligible to participate in the MNTC Tuition Enhancement Program.

Eligible employees will be compensated per credit hour at the rate established for certified teachers for college coursework successfully completed in accordance with the approved degree plan.

The employee must submit an "Intent to Enroll" form each semester prior to enrolling in the course. Once the course is completed, the employee must submit evidence of the successful completion of the work, such as a grade report. An official transcript must be submitted to the human resources department each year.

In order to receive compensation in a timely manner, completed forms and documentation must be turned in to the Human Resources Department no later than the dates as determined in the tuition reimbursement procedures.

No employee will be compensated for NOCTI courses or CLEP test credits.
HEALTH CARE BENEFITS

The board will annually approve the cost of employee premiums for the district’s approved health insurance plan. All employees may elect, upon proof of existing medical coverage, to apply an amount equal to the average dollar amount of the health, dental, and vision benefits to other benefits through the Section 125 Plan or as taxable income.
ATTENDANCE MERIT PLAN

In recognition of the educational value of exceptional attendance, MNTC will pay full-time regular employees at the end of each fiscal year an amount of .002 times their regular annual salary for each day of unused personal leave, up to four (4) days, plus any sick leave days accumulated during the preceding year over the seventy (70) days the employee is allowed to carry into a new fiscal year. Payment for such leave will be only for days accumulated while employed at Moore Norman technology Center and will be paid at the end of July.
EMPLOYEE LEAVE

Sick Leave (All Employees)

Sick leave is provided to employees who must be absent from work due to illness, pregnancy or accidental injury.

- Full time, non-exempt support employees accrue one (1) day of sick leave at the end of each contract month. No more than 560 hours/70 days can be carried forward to the next fiscal year.

- Full time, exempt support employees accrue one (1) day of sick leave at the end of each contract month. No more than 70 days can be carried forward to the next fiscal year.

- Certified teachers non-certified instructors, and ten (10) month support staff accrue ten (10) days of sick leave on July 1 of each year. No more than 70 days can be carried forward to the next fiscal year. The Negotiated Agreement defines the use of sick leave for certified teachers.

- Administrators accrue twelve (12) days of sick leave on July 1 of each year. No more than 70 days can be carried forward to the next fiscal year.

These leave amounts will be prorated for anyone who starts work after the beginning of the contract year.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as parent (stepparent), sibling, spouse, child (stepchild), grandparent, or grandchild, or such relationships established by current marriage, or any other person living in the household. This also includes dental, physical and eye examinations for employee and dependents in the immediate family with at least 24 hours prior notification in writing to the supervisor. Sick time may also be taken for the birth of a child or grandchild. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

When the employee severs connection with the technology center for any reason, all his/her accumulated sick leave is cancelled. If he/she is employed by another technology center, his/her accumulated sick leave may be transferred to the receiving technology center, up to sixty (60) days.

A new employee beginning employment at Moore Norman Technology Center directly from another technology center or Oklahoma public school district can transfer up to sixty (60) days of sick leave to Moore Norman. This transferred leave
must be used until depleted before sick leave from Moore Norman Technology Center is used.

**Sub-Deduct Sick Leave (Ten Month Certified Employees Only)**

If, after exhausting all sick leave, a ten (10) month certified employee must be absent from duties due to personal injury, illness or pregnancy, the employee shall receive for a period not to exceed twenty (20) days his or her full contract salary less the amount actually paid a certified substitute teacher for his/her position if a certified substitute teacher is hired; or normally paid a certified substitute teacher for his/her position if a certified substitute teacher is not hired.

**Jury and Court Leave (All Employees)**

The technology center shall grant employees paid leave for jury duty or to serve as a witness if subpoenaed in a criminal, civil or juvenile proceeding in which the employee is not a party. The employee may also keep any remuneration paid to the employee for this service. Affected employees must provide their supervisor with a copy of the summons or subpoena and the employee is required to return to work if released from service before the workday ends.

Employees will also be granted paid leave to participate in legal proceedings involving Moore Norman Technology Center.

Employees participating in criminal, civil or juvenile proceedings, except as outlined above, will be required to use accrued leave or take leave without pay.

**Personal Business Leave (All Employees)**

The technology center shall provide for all full-time 12 month personnel six (6) personal business leave days per school year. Full-time ten (10) month personnel will receive seven (7) personal business days per school year. This amount will be prorated for anyone who starts work after the beginning of the contract year.

**Ten (10) Month Certified Staff and Non Certified Instructors**

Pursuant to the terms of the negotiated agreement, certified staff must make requests for personal leave in writing two (2) days in advance of time needed to the supervisor.

When the intended personal business leave is immediately prior to and/or following a scheduled break or vacation period, prior approval must be obtained from the superintendent and/or designee.

Prior approval by the superintendent and/or designee must also be obtained if the requested leave is during scheduled events or periods when the individual's presence is deemed significant, such as State Department evaluations, school-wide advisory committee meetings, professional days or in-service.

If the administration disapproves the leave, the employee will be notified in writing as soon as possible and at least twenty-four (24) hours in advance of the requested
leave date(s). In all instances, the administrator shall respond within forty-eight (48)
hours of the request being submitted.

A standard duplicate form shall be provided so the individual requesting leave can
receive a copy verifying approval/disapproval of requested leave. An email request
and response may substitute for the duplicate form.

When an unexpected major event requires that an employee be absent from duties,
the administration shall waive the forty-eight (48) hour notice requirement. If this is
the case, the employee shall submit a written notice within one (1) working day after
returning to work.

Any misuse of the leave policy with the technology center could result in loss or
compensation or termination of employment. Personal business leave days are
granted annually and are not cumulative. A maximum of four (4) unused personal
business leave days will be converted to sick leave at the end of the year.

Bereavement Leave (All Employees)

The technology center provides up to five (5) workdays within a ten (10) day period
per event bereavement leave for qualifying family members without loss of pay. This
leave must be taken within ten (10) days of the death.

Qualifying family members are defined as follows: husband or wife, son or daughter,
father or mother, brother or sister, father-in-law or mother-in-law, son-in-law or
daughter-in-law, brother-in-law or sister-in-law, grandparent or grandchild, aunt or
uncle or persons who live as members of the employee’s family.

Absences to attend a funeral of any individual other than a family member identified
above will be charged to sick, personal business or annual leave.

Military Leave (All Employees)

It is the policy of the technology center to provide employees who are a component
of the armed forces in the United States, including the members of the National
Guard, leave when that employee is ordered by proper authorities to active duty or
service. Military leave shall be without loss of status, efficiency rating pay or benefits
during the first thirty (30) days of such leave.

Annual Leave (12 Month Employees Only)

Annual leave with pay is available under the following terms:

- Non-exempt Employees

  Employees with less than five (5) years of continuous employment at Moore
  Norman Technology Center accrue leave at the rate of .833 days per month,
cumulative to twenty (20) days.

  Employees with five (5) to ten (10) years of continuous employment at Moore
  Norman Technology Center accrue leave at the rate of 1.25 days per month,
cumulative to thirty (30) days.
Employees with ten (10) or more years of continuous employment at Moore Norman Technology Center accrue leave at the rate of 1.667 days per month, cumulative to forty (40) days.

• Exempt Employees

Employees with less than seven (7) years of continuous employment at Moore Norman Technology Center accrue leave at the rate of 1.25 days per month, cumulative to thirty (30) days.

Employees with more than seven (7) years of continuous employment at Moore Norman Technology Center accrue leave at the rate of 1.667 days per month, cumulative to forty (40) days.

Accrual of annual leave at the next higher level will begin on the first day of the month following the appropriate anniversary date. Accrued annual leave may be taken upon prior approval by the appropriate supervisor. Exempt employees may use annual leave in half or whole day increments.

Upon retirement or other separation from employment, employees with accrued annual leave will be paid a lump sum in full for such accrued but unused leave. This payment will be made the month after the date of termination. The amount will be calculated at the employee’s daily rate multiplied by the number of days of leave available.

Employees must monitor their annual leave accrual. Once the employee has reached the max accrual, the employee will not accrue leave until his/her balance falls below the max.

**Leave Without Pay (All Employees)**

An employee wishing to take leave without pay must have written consent from the superintendent or designee. Failure to receive prior written consent may result in disciplinary action.

Reference: OKLA. STAT. tit. 70 § 6-104
SICK LEAVE SHARING BANK

The Employee Sick Leave Bank ("Bank") is designed to assist a participating employee who has exhausted all available paid leave, by providing up to 30 days of paid leave per calendar year. OKLA. STAT. tit. 70 § 6-104.6M.

Certified teachers employed on a ten (10) month teaching contract may participate in the technology center’s sick leave sharing bank pursuant to the terms of the negotiated agreement. All other employees may participate in the Bank as outlined in this policy.

Administration

In accordance with the policy established by the board, the Bank will be administered by the Sick Leave Bank Committee ("Committee") designated by the superintendent. The Committee shall have the responsibility of establishing the guidelines under which the Bank will operate pursuant to the policy of the board and OKLA. STAT. tit. 70 § 6-104.6M.

Participants

Participation is voluntary, but only contributors will be permitted to apply for withdrawal from the Bank.

Enrollment Period

January 15 through January 31 of each year.

Eligibility

Full-time support and administrative employees must have five days of sick leave accrued by December 31 before being eligible for enrollment. Employees who elect not to join the Bank upon first becoming eligible or during the annual enrollment period, will have a three month waiting period after joining the Bank before becoming eligible to apply for a withdrawal from the Bank.

Criteria for Withdrawal

Criteria for withdrawal is based on a Family Medical Leave Act (FMLA) event, an employee who is pregnant or recovering from childbirth or who is suffering from or has a relative\(^1\) or household member\(^2\) suffering from an extraordinary or severe\(^3\) illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the

\(^1\) Relative of the employee means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

\(^2\) Household member means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

\(^3\) Extraordinary or severe illness, injury, impairment, or physical or mental condition means a condition that requires inpatient care in a hospital or other medical care facility overnight.
employee to take leave without pay or to terminate employment. The Bank cannot be used to supplement workers compensation leave.

Contribution

The initial rate of contribution will be one day (8 hours) of sick leave. Participation will continue until canceled in writing by the employee. Cancellation in writing may be made at any time and the employee shall not be eligible to use the Bank as of the cancellation date. Forfeited time will not be returned to the employee. An employee may elect to rejoin the following year with a three-month waiting period.

If the Committee deems it necessary, participants may be asked to contribute additional time in order to restore the balance in the Bank. Donations will be a minimum of one hour to a maximum of eight hours. A minimum of 30 days shall be carried in the Bank. The human resources office will allocate the time to the participating member’s sick leave account on an as-needed basis.

Application

Eligible employees can apply to the Bank after exhausting all sick leave, annual leave, and personal leave. If the employee is still unable to return to work after the initial withdrawal, he/she may apply for an additional withdrawal, not to exceed 10 days.

Applications for use of the Bank shall be made on the required form and submitted to the Committee, accompanied by a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

The Committee shall receive requests, recommend approval or denial of the requests, and communicate its decision to the member. In no case shall the granting of leave from the Bank cause an employee to receive more than regular salary.

The human resources office shall be notified of the grant by the Committee chairperson.

Confidentiality

All information will be kept confidential within the Committee, including information contained in the application and supporting documentation.

Reference: OKLA. STAT. tit. 70 § 6-104.6M

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2 Household member means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily of a dormitory or commune.

3 Extraordinary or severe means serious, extreme or life-threatening including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery.
FAMILY AND MEDICAL LEAVE

It is the policy of the technology center to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as “FMLA.” The technology center is a covered employer and, accordingly, will provide up to 12 weeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional weeks of leave (26 weeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the technology center in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

Definitions

- “Eligible employees” are those employees who:
  - have been employed for at least 12 months by the technology center; and
  - worked at least 1,250 hours during the previous 12 month period; and
  - have requested leave for a reason covered by the FMLA; and
  - there are at least 50 employees within a 75 mile radius.

Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full time during the prior 12 months.

- A “child” means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.

- A “serious health condition” is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the technology center’s sick leave policies.
▪ A “year” means a 12-month period following the first absence due to the qualifying condition.

▪ A “week” means 5 business days.

▪ A “covered military member” (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 60 months preceding the employee’s request for leave are also included in this definition.

▪ A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.

▪ A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:

  - may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
  - resulted in the member receiving a VA Service Related Disability Rating of 50% or more; or
  - substantially impairs the veterans’ ability to be gainful employed; or
  - resulted in the member’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Reasons for Leave

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;

   ▪ If both parents are employed by the technology center, the combined amount of FMLA leave cannot exceed 12 weeks

2. to care for a spouse, child or parent with a serious health condition;

3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;

4. for covered active duty leave with one or more of the following exigencies:

   ▪ Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers’ call or order
to active duty seven calendar days or less prior to the date of deployment;

- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers’ active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers’ active duty or call to active duty;

- Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or daycare facility, or attend meetings with school or daycare staff (such as parent-teacher conferences) due to servicemembers’ active duty or call to active duty;

- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers’ absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers’ representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;

- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers’ active duty or call to active duty;

- Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;

- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers’ active duty status or to address issues arising from servicemembers’ death while on active duty, including meeting and recovering the body and making funeral arrangements; and

- Additional activities: employees can take leave to address any other events that arise from servicemembers’ active duty or call to active duty when the technology center and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;

6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the servicemember is on active duty.

Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the human resources department (the technology center will utilize all required forms as provided by the US Department of Labor). The forms are available at http://www.dol.gov/whd/fmla/index.htm#Forms). The technology center requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the technology center may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance, when possible.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the technology center may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the technology center and the employee shall mutually agree upon a provider to conduct a third opinion of the employee’s need for leave. The cost of this third opinion will be paid for by the employer.

The technology center may also require supplemental certifications of the employee’s continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the technology center receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of FMLA leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health care provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Intermittent Leave Or Leave On A Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- intermittent leave in connection with the arrival of a new child must be approved by the technology center;

- employees may take medical leave intermittently or on a reduced leave schedule when medically necessary;
• employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;

• the technology center reserves the right to transfer the employee to a position better suited to intermittent leave;

• if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the technology center may require the employee to either:
  • take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
  • be transferred to an alternative position.

The Effect of Leave on Benefits

During a period of FMLA leave, an employee will be retained on the technology center's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the technology center for payment of health insurance premiums during the FMLA leave, unless the reason for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date, when possible.

Although the technology center cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the technology center. The technology center will make all determinations regarding job duties upon an employee's return from FMLA leave.

Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.
WORKERS’ COMPENSATION

The technology center provides benefits established under the Oklahoma Workers’ Compensation Act (Act) to all technology center employees who are injured in on-the-job accidents. All accidents involving injury to the employee shall be reported to human resources no later than the morning of the workday following the event. Any employee requiring medical attention must seek services at Norman Regional Occupational unless care is being sought after hours or the services of a hospital emergency room are required.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act. The technology center has a legal obligation to provide the employee with reasonable and necessary medical treatment and to initiate the temporary compensation in the event that the employee is disabled and unable to return to work for more than three (3) calendar days. No compensation shall be allowed for the first three (3) calendar days of disability. The weekly amount of worker’s compensation benefits paid to an injured or ill employee for temporary total disability is set by law. Temporary total disability checks are issued by the carrier of the technology center’s workers’ compensation insurance and mailed directly to the home address of the injured or ill employee.

Filing a fraudulent worker’s compensation claim is a crime and the technology center will report to the proper authorities any suspected fraudulent claim of workplace injury.

Accrued and unused personal leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers' compensation benefits for temporary disability if the injured employee should so elect. An appropriate election form will be given to every employee as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the technology center. If the election for supplemental pay is made sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the technology center. Employees may not request time from the sick leave bank while out for workers’ compensation.

An employee who has accrued sufficient sick leave days may elect to receive sick leave pay for some or all of the days he/she is disabled due to a work-related injury or illness. However, to receive sick leave pay, the employee must request leave from his/her supervisor indicating the number of eligible sick leave days that he/she wishes to receive. An employee can receive temporary total worker's compensation benefits and sick leave pay simultaneously. Any technology center-provided leave benefits requested to be paid simultaneously with worker’s compensation benefits will be coordinated with the worker's compensation benefits. Coordination means that the total of all benefit payments received by the employee during any pay period will not be greater that 100% of the employees normal wages.
TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The board, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the technology center is of paramount concern to the board.

2. An employee who is under the influence of alcohol or an illegal chemical substance when the employee is on duty or on technology center property poses serious safety risks to students and other employees.

3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

4. Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

5. The board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (“Act”), OKLA. STAT. tit. 40 § 551 et seq., as amended. This policy will not infringe on those rights.

6. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.

7. This policy will apply to all employees of the technology center regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the technology center’s policy on Alcohol and Drug Testing for Drivers and the federal Omnibus
Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.

8. Violations of this policy will subject the employee to disciplinary action, including, but not limited to, termination.

Definitions

1. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.

2. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the technology center may test individuals for drugs and alcohol.

3. "Alcohol" means ethyl alcohol or ethanol.

4. "Under the influence" means any employee of the technology center or applicant for employment with the technology center who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

5. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

6. "School property" means any property owned, leased or rented by the technology center, including but not limited to school buildings, parking lots and motor vehicles.

7. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.

8. "Confirmation test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test.
In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.

9. "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group.

10. "On duty" means any time during which an employee is acting in an official capacity for the technology center or performing tasks within the employee's job description, including the taking of an annual physical examination.

11. "Bus driver" means:
   A. a technology center employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
   B. employees of independent contractors who are required to have a CDL;
   C. owner-operators;
   D. leased drivers; and
   E. occasional drivers.

12. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Act.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

   In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to
listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

4. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center’s testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the technology center's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Act and...
(b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the technology center will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

6. The technology center may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.

7. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

8. The records of all drug and alcohol test results and related information retained by the technology center shall be the property of the technology center unless:

   A. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;

   B. the information is required to comply with a valid judicial or administrative order; or

   C. the technology center’s employees, agents or representative needs to access the records in the administration of the Act.

Employee Alcohol and Drug Use Test Requirements

The technology center is authorized to conduct drug and alcohol testing in accordance with the Act. The technology center has chosen to conduct drug or alcohol testing under the following circumstances:

1. Applicant testing: The technology center will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.

2. For-cause testing: The technology center will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
A. drugs or alcohol on or about the employee’s person or in the employee’s vicinity,

B. conduct on the employee’s part that suggests impairment or influence of drugs or alcohol,

C. a report of drug or alcohol use while at work or on duty,

D. information that an employee has tampered with drug or alcohol testing at any time,

E. negative performance patterns, or

F. excessive or unexplained absenteeism or tardiness.

3. **Post-accident testing**: The technology center may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment. For purposes of workers’ compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

4. **Random testing**: As determined appropriate by the board of education, the technology center may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the technology center will require random testing only of employees who:

A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

5. **Scheduled, periodic testing**: The technology center will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee’s return to duty from leave of absence, of employees who:

A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or

B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

6. **Post-rehabilitation testing**: The technology center may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee’s return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Employee Use, Sale, Possession, Distribution, Purchase or
Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, or who refuses to submit to an alcohol or drug test permitted under the Act will be subject to disciplinary action, including, but not limited to, termination.

Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Applicants Under the Influence of Alcohol or An Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

1. The superintendent;
2. Any employee designated for such purposes by the superintendent or board.

Release of Information

1. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

2. The technology center shall not release such records to any person other than the applicant, employee or the technology center’s review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the technology center to release such records in order to comply with a valid judicial or administrative order.

3. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

4. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
5. This policy does not preclude the technology center, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

**Notice of Policy**

This policy shall be given broad circulation to all employees of the technology center which shall include prominent posting in the technology center. Each employee shall be given a copy of this policy and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:

2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;

3. Electronically transmitting a copy of the policy through an email or by posting on the employer’s website or intranet site; or

4. Posting a copy in a prominent employee access area.

**The Standards for Workplace Drug and Alcohol Testing Act**

This policy is subject to and supplemented by the Act. To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the board of education of the technology center and its employees consistent with the Act.
PROFESSIONAL CREDENTIALS & STAFF DEVELOPMENT

Each technology center employee is responsible for obtaining and maintaining the proper and necessary certification or licensure for the position to which he/she is assigned. Employees must provide a current copy of all credentials to the human resource office at the time of hire and promptly upon any renewal, retesting, achievement, etc.

The technology center's certified personnel must accumulate a minimum of seventy-five (75) points during a five-year period, with some points completed each year. These points will be authorized by prior approval of the activity by the executive director or designee and will follow the guidelines as established by the staff development committee and the board of education of the technology center. The technology center shall keep a record of each staff development activity in the human resources office.

The technology center shall require the executive director or designee to inform certified employees of their point status at the end of the first semester of school, so that any deficiencies in in-service points may be corrected. The Staff Development Committee will give the executive director or designee this total of individual points.

Instructors will be notified in writing at the end of the first semester of their points earned. At the end of the school year, instructors will receive copies of total points earned for that year. They will also sign their record sheet.

For accounting purposes, staff development requirements by the local staff development plan, points must be in, on or before the last day of the current school year. A re-employment contract is contingent upon successful completion of the requirements of the local staff development policy. Points earned while teaching at another school may be transferred for credit at this institution.

Instructors must attend all meetings called or approved by the superintendent or individual building administrators. Instructors are expected to attend those professional meetings for which they are given days off from instruction to attend. Instructor meetings will be called as needed by the superintendent or designee.

Reference: OAC 210: 20-19-3
MOORE NORMAN TECHNOLOGY CENTER
BOARD OF EDUCATION POLICY

Policy No. # 480

Adopted: December 18, 2014

COURSE TUITION BENEFITS
(Employees and Board Members)

Moore Norman Technology Center ("MNTC") encourages its employees, board members, and adjunct instructors ("Personnel"), to enroll in courses for the purposes of improving skills and increasing knowledge through its course offerings. In an effort to facilitate such strategy, MNTC provides varying levels of tuition discounts for such Personnel. Subject to the following sentence, the enrollee must purchase books, study materials, and supplies required for the class, workshop, or seminar. If a full-time employee is attending a course at the request of the Superintendent, Deputy Superintendent/Director, or the enrollee’s supervisor in furtherance of the enrollee’s development, then in addition to the payment of tuition, MNTC shall pay for that enrollee’s books, study materials and supplies determined by MNTC, in its discretion, to be appropriate for the course.

The following categories of Personnel are eligible to take short-term open-enrollment classes offered by MNTC tuition free or one-half the normal tuition cost.

- Full-time Employees/Current Board Members

  No tuition will be charged to this category of individuals provided the class does not fill to capacity. If (a) the class fills to capacity when the number of enrolled students includes such full time employees and board members, and (b) non-employees and persons who are not board members are excluded from enrollment due to the constraints of capacity, then the enrolled full time employees and board members shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the non-employees and non-board members to enroll in the course and pay the full tuition. Class times for courses other than approved professional development must be outside of employee’s current work schedule.

- Regular Part-time Employees

  One-half tuition will be charged this category of employees after one year of employment and a minimum of 500 hours worked ("PTE"). If (a) the class fills to capacity when the number of enrolled students includes such PTEs, and (b) persons who are not PTEs are excluded from enrollment due to the constraints of capacity, then the enrolled PTEs shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the persons who are not PTEs to enroll in the course and pay the full tuition. PTEs must complete a “Course Tuition Benefits Intent to Enroll” form in the Human Resources Department prior to enrolling. Class times for courses other than approved professional development must be outside of employee’s current work schedule.
Adjunct Instructors

One-half tuition will be charged this category of employees after one year of employment and a minimum of 500 hours worked ("Adjuncts"). If (a) the class fills to capacity when the number of enrolled students includes such Adjuncts, and (b) persons who are not Adjuncts are excluded from enrollment due to the constraints of capacity, then the enrolled Adjuncts shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who enrolled last being withdrawn first), so as to enable the persons who are not Adjuncts to enroll in the course and pay the full tuition. Adjuncts must complete a “Course Tuition Benefits Intent to Enroll” form in the Human Resources Department prior to enrolling. Class times for courses other than approved professional development must be outside of employee’s current work schedule.
COURSE TUITION BENEFITS
(Non-Employees)

Moore Norman Technology Center ("MNTC") promotes the enabling of participation in its course offerings, under the parameters set forth below, to the spouse and dependent children (ages 9-22 years) of certain employees and members of MNTC's Board of Education, as well as retired employees and former members of MNTC's Board of Education. MNTC also promotes lifelong learning by providing certain benefits to individuals who have attained the age of 60 years. It also promotes continued educational opportunities to employees of the Moore, Oklahoma Public School District and to employees of the Norman, Oklahoma Public School District. This policy enables MNTC to continue to fulfill its mission of providing education and training to the public, and further enables MNTC to receive revenue, at no material additional cost to MNTC, that it would not otherwise receive. This policy does not apply to individuals who are currently employed by MNTC or who are current members of MNTC's Board of Education.

Definitions

"Dependent" is a biological or adopted child, between the ages of 9 years and 22 years, of (a) a current full-time employee, (b) a Former Employee, (c) a current member of MNTC's Board of Education, or (d) a Former Member.

"Former Employee" means a retired full-time employee of MNTC.

"Former Member" is an individual who formerly served on MNTC's Board of Education.

"School District Employees" are individuals who, at the time of enrollment, are full-time employees of either (a) the Moore, Oklahoma Public Schools District, or (b) the Norman, Oklahoma Public Schools District.

"Senior" is an individual who, at the time of enrollment, has (a) attained the age of 60 years, and (b) provided proof of age as requested by MNTC.

"Spouse" is the individual who is married to (a) a current full-time employee, (b) a Former Employee, (c) a current member of MNTC's Board of Education, or (d) a Former Member.

This policy provides varying levels of tuition discounts. In all cases, the enrollee must purchase books, study materials, and supplies required for the class, workshop, or seminar.

- Short-term open enrollment classes offered by MNTC

  No tuition will be charged to Former Employees or Former Members provided the class does not fill to capacity. One-half tuition will be charged to the Spouse, Dependents, School District Employees and Seniors, provided the class does not fill to capacity. If (a) the class fills to capacity when the number of enrolled students includes individuals who receive benefits under this policy ("Beneficiaries"), and (b)
persons paying full tuition are excluded from enrollment due to the constraints of capacity, then the Beneficiaries shall be given the option of (i) paying the full tuition, or (ii) being withdrawn as students (with those who are paying no tuition being given the option first) so as to enable those persons who are not Beneficiaries to enroll in the course and pay the full tuition. All enrollees who are to receive a discount in tuition must complete a "Course Tuition Benefits to Enroll form", and all identifying information including the category of enrollee in which the enrollee is classified, address and social security number. The same procedure shall apply to Former Employees or Former Board Members if their attendance would preclude any Dependent, Spouse, Senior or District Employee from enrolling in the course.

If applicable, MNTC shall issue Department of the Treasury Form 1099 to those individuals who receive a full or partial waiver of tuition pursuant to this policy.

In all cases, MNTC reserves the discretionary right to exclude certain or additional classes from being subject to the parameters of this policy.
REDUCTION IN FORCE OF SUPPORT PERSONNEL

The technology center believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area or due to a reorganization, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the superintendent’s designee.

If normal attrition and the release of temporary and part-time employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Performance history;
2. Job qualification by training and experience;
3. Attendance and punctuality; and
4. In the event that two or more employees in the affected category are equal in the above factors, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of continuous service as a support employee within this technology center. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.
Demotions in position, due to a reduction in force, shall follow the same procedure as terminations.
REDUCTION IN FORCE

Criteria for Reduction in Force

1. When the Board determines it is necessary to reduce the total number of certified and/or licensed employees in the school district, the student and the program needs of the district will be the primary criteria in establishing priorities for those to be released.

Implementation

1. In implementing a reduction in force the position or positions to be eliminated will be determined by the Board first and, thereafter, the following procedures will be used to determine the teacher or teachers to be released as a result thereof.

   a. A licensed teacher in an eliminated position will be released first.

   b. A probationary teacher in an eliminated position will be released second.

   c. A career teacher in an eliminated position will be released third.

      1. If the career teacher is certified for a position held by a licensed or probationary teacher, the career teacher will be reassigned to that position, and the licensed or probationary teacher will be displaced and released.

      2. A teacher must have on file at the Superintendent's office, at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for any displacement to occur.

   d. If there is more than one teacher in the eliminated position with equal career status, the following criteria will be used to determine which teacher or teachers will be released.

      1. Certification

      2. Academic Degrees

      3. Evaluations for the past three years

      4. Years of continuous teaching experience in the district

      5. Job demand in the occupational area.
Following the consideration of the above criteria, the Superintendent will forward a recommendation to the Board of Education for final action.

**Priority in Recall**

1. Teachers who are released because of a reduction in force will have priority, for a period of one year from the date the reduction occurred, to fill subsequent vacancies in positions for which they are certified and qualified. Teachers will be offered reemployment in reverse order of release.

**Notification of Recall**

1. Teachers on the recall list will be notified by certified mail of position vacancies for which they have priority. A teacher shall remain on the recall list unless the teacher:
   
   a. does not accept a position within ten (10) days from the mailing of a notice of vacancy as provided above; or,
   
   b. waives recall in writing; or,
   
   c. resigns; or,
   
   d. refuses to accept a position for which the teacher was qualified and which was offered to the teacher by the district.

**Current Address on File**

1. It shall be the teacher's responsibility to see that the district has the teacher's current address on file, which will be used for recall purposes.

2. If the teacher is going to be out of town, the teacher has the responsibility of informing the superintendent of a means of notification.
RESIGNATION OF CERTIFIED PERSONNEL

Resignations must be dated and submitted in writing to the superintendent stating the effective date of resignation. Equivocal resignations will not be accepted. A resignation to be effective at the conclusion of a school year must be received prior to fifteen (15) days after the first Monday in June of that school year. A resignation to be effective at any other time or to be effective at the conclusion of the school year but received after fifteen (15) days after the first Monday in June does not sever the employment relationship for the subsequent school year unless and until approved by the board.

Resignations offered during the course of the school year will not be accepted unless the superintendent determines that arrangements can be made to avoid a detrimental impact on efficient operation of the school and the board of education concurs.

A resignation may not be withdrawn after it has been accepted by the superintendent and will be considered irrevocable from that date.

Upon receipt of a written resignation from a certified employee, the superintendent shall:

1. Make a record of the date upon which the written resignation was submitted either by reference to a certified mail receipt or by writing on the face of the resignation the date of receipt and his/her initials.

2. If the written resignation is to be effective at the conclusion of the current school year and it is received prior to fifteen (15) days after the first Monday in June, notify the employee that his/her resignation is accepted.

3. If the written resignation is to be effective at any time other than the conclusion of the current school year or to be effective at the end of the school year but is not received until after fifteen (15) days after the first Monday in June, notify the employee that his/her resignation will be considered by the board of education.

4. Place upon the agenda of the next board of education meeting an agenda item for consideration and action on the resignation received.

The board of education may accept or decline to accept the resignation of a certified employee. Provided, that the board of education, by adoption of this policy, authorizes the superintendent to accept the resignation of those employees submitting resignations prior to fifteen (15) days after the first Monday in June to be effective at the conclusion of the then current school year.

Payment of final compensation shall be processed and disbursed at the scheduled times.
EVALUATION OF SUPPORT PERSONNEL

An approved evaluation instrument will be used to evaluate support personnel on the basis of job performance as listed on their job description. A copy of the evaluation will be given to the employee and a copy will be placed in the employee’s personnel file. Evaluations of support employees will be completed each year. Nothing in this policy shall prevent a formal written evaluation of any employee on occasions more often than set forth herein.
CAMPAIGN ACTIVITIES 
DURING REGULAR SCHOOL DAY

The board of education recognizes and supports the right of its employees to be involved in political activities and to campaign for candidates and issues. However, the exercise of this right must not interfere with the educational process -- the delivery of educational services to the students of this technology center. Campaign activities should not be conducted by employees on scheduled duty time and employees who are on duty should not be distracted from their duties by campaign activities conducted by employees who are not on duty. The Board has determined that the following regulations are necessary to prevent such disruptions and to ensure that employees are properly performing their duties during the school day:

1. Employees may not engage in campaign activities during scheduled duty time.

2. "Campaign activities" include lobbying other employees for their support or contributions, circulating petitions, distributing literature, and planning or preparing for such activities, whether done individually or with other employees and any of which is done in regard to national, state, or local elections for offices or on referenda questions, including school board, millage levy, and bond issue elections, or in regard to elections for recognition or decertification of any employees' organization or for officers or any such organization.

3. "Scheduled duty time" means all times at which the employee is scheduled to engage in activities to fulfill his or her obligations under the employment contract, including but not limited to classroom instruction, lesson preparation, parent-teacher conferences, supervision of halls, classes and labs, or in the case of non-professional staff, their assigned duties in the administrative, food service, transportation, maintenance, or other non-educational support area.

4. Campaign activities may be conducted outside of employees' scheduled duty time only in those areas of the school facilities which are set aside for employees' use during other than scheduled duty times.

5. Employees may not direct campaign activities toward other employees who are performing scheduled duties.

6. The use of threats, duress, coercion, or intimidation in campaign activities directed at other employees is prohibited and constitutes grounds for immediate disciplinary action, including dismissal.

7. School bulletin boards and mail boxes may not be used to post or distribute campaign materials.

8. Campaign materials may not be posted on school property.
9. Violation of this policy by any employee is grounds for disciplinary action, including but not limited to dismissal.
CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING: REPORTING AND INVESTIGATION

Introduction

Technology center employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). Employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC). In addition, employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 or older, any employee who suspects that an adult student is being mistreated should notify his/her immediate supervisor. The purpose of this policy is to provide directives and guidelines to assist employees in fulfilling their legal responsibility.

Definitions

Certain terms used in this policy have the following definitions:

“Abuse and neglect” means harm or threatened harm through action or inaction to a child's health or welfare, including non-accidental physical pain or injury, or mental injury or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare.

A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

“Sexual abuse” includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

“Exploitation” means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.

“Trafficking” is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.
“Parent” refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Child Abuse, Neglect Exploitation or Trafficking

Any technology center employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to OBNDDC at 1-800-522-8031. The employee should then provide notice to his/her immediate supervisor that a report was made, the name of the child, circumstances surrounding the report and the confirmation number provided by the hotline representative.

Neither the board of education nor any employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

After a report is made to DHS or OBNDDC via the hotline, the reporting party will prepare a written report which contains the confirmation number of the report, the date and time of the telephone contact, the name of the person to whom the employee made the oral report, the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the executive director, or, if the reporter believes the executive director is not an appropriate individual, to the deputy superintendent or superintendent.

Information Concerning Child Abuse, Neglect Or Exploitation

In any instance in which the technology center receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the technology center in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the technology center in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Investigating Child Abuse, Neglect Or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office, the superintendent or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. School officials will not
contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No technology center employee will be present during the interview. However, an employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a technology center employee during the interview.

Reports to School Officials

Suspected instances of child abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. Consequently, employees are required to report any suspicion of child abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the administration. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities.

Immunity for Good Faith Reports

Oklahoma law provides that any technology center employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Reference: 10A OKLA. STAT. §1-2-101 et seq.
MINOR STUDENT RESIDENCY

The technology center is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian’s citizenship status as a part of enrollment, and will only use information regarding a student’s living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

Definitions

For purposes of this policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to: the order of a court, a proper attorney-in-fact affidavit, or placement by a governmental agency responsible for making custody determinations and/or placements.

Basic Residency Requirements

State law provides that a child’s residence for school purposes is the district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current or prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer.

The technology center does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113.

Procedure for Resolving Residency Disputes

The technology center recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school the technology center will verify that the student is a resident of the district or is otherwise entitled to attend school at the
technology center for any reason authorized by law. As a part of this verification process the technology center will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the technology center that is within the district's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The technology center may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information the technology center deems relevant.

If at any time a technology center administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the technology center's residency officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the technology center shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a “homeless student” shall be determined by the residency officer and the board of education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the residency officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the technology center. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the technology center’s criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

2. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of receipt of the request for review.

3. If the student's parent, guardian, or person having legal custody of the child disagrees with the residency officer's decision, such person shall notify the residency officer in writing within three (3) school days of his or her receipt of the residency officer's decision. The residency officer will submit his or her findings and all documents reviewed to the board of education. The board of education will review the decision and the documents submitted on behalf of the technology center and the student and will render a decision at the next
board meeting. The decision of the board of education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

**Miscellaneous Policy Provisions**

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the residency officer and the board of education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The residency officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the administrators and others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The district's residency officer is the deputy superintendent.

The board of education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the technology center. For any period during which a student is enrolled at the technology center, but is not a resident of the district, the technology center may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student in the technology center during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The technology center shall provide for educational services for homeless children as required by law.

The technology center reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.
Definitions

"Homeless children and youth" means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.

Enrollment, Records and Immunizations

Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The technology center’s residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. The technology center will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The technology center’s homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the residency officer’s determination may appeal the decision to the board of education under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

Appeals Procedures

The technology center will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the technology center will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The technology center will promptly notify the technology center’s homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student’s education.

3. Students/families who disagree with a decision regarding the student’s education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).

4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.

5. Students/families who are still dissatisfied with a decision regarding the student’s education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator’s plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.

7. Students/families who are still dissatisfied with a decision regarding the student’s education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent’s decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board’s decision is final at the technology center level. Students/families who are still dissatisfied with a decision regarding the student’s education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

Special Definitions and Procedures Applicable to Transitioning Military Children

“Children of military families” means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

“Military student” means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

“Transition” means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.
“Receiving state” means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

“Uniformed service(s)” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment

The technology center will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the technology center will promptly enroll the transitioning military child. However, upon enrollment, the technology center will request official educational records and transcripts from the school in the sending state. The technology center’s residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer’s determination may appeal the decision to the board of education under the procedure identified above.

Course Level and Educational Program Placement

To the extent that this technology center is in a receiving state, the technology center may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the technology center will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state. The technology center will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the sending or the receiving state.

Extracurricular Activities

When appropriate, the technology center will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.
Immunizations

Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition

The technology center may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this technology center.

Reference: 42 U.S.C. §11301 et seq., OKLA. STAT. tit. 70 § 1-113, 70 OKLA. STAT. §510.1
STUDENT ATTENDANCE AND ACTIVITIES

Attendance Expectations

Regular class attendance for adult and secondary students is an essential component of academic success and is required for all MNTC students. No student may miss more than ten (10) days per semester, except as noted below under Activity Absences. Selected programs may have more stringent requirements, and such requirements will supersede this ten (10) day rule.

Definitions

A day is defined as the time period a student is enrolled each day. Students who miss over one hour will be counted absent for the day. Students who arrive up to one (1) hour late or depart up to one (1) hour early will be considered tardy. Three tardies will equal one (1) absence.

Violations

Violation of the attendance policy will result in the student receiving no academic credit and may result in withdrawal from school for the balance of the current semester. Students who violate the attendance policy will not be allowed to enroll for the following regular semester, including summer school if the violation occurs during the spring semester.

Students who miss 5 consecutive days without contacting the school will be withdrawn.

Other

The superintendent or designee may grant an extended leave of absence in extreme circumstances, but such a leave will not result in a refund of tuition. The superintendent is authorized to implement additional procedures regarding student attendance as are deemed appropriate under specific circumstances.

Activity Absences

Student activity absences must be fewer than ten (10) per school year, except for:

• School-wide activities such as assemblies, student testing, and enrollment.

• District, state, and national contests or activities which the student has earned the right to attend.

• Educational program field trips within the program's daily time schedule.

In order to be excused from classes for an activity absence, students must be eligible according to their home high school eligibility policy. They must also have a passing grade.
(certified by the involved teacher) and be within the attendance policy in all classes affected by the activity at the time of the request for an excused absence.

At the beginning of each school year the board shall appoint an Internal Activities Review Committee (IARC). The IARC shall be responsible for reviewing and recommending any deviation from this policy.

Activity Absences Complaint Procedures

All complaints must be filed in writing in accordance with MNTC's grievance procedure. If the complaint is not resolved at this lowest level, the complaint may then progress to the Oklahoma State Board of Education Accreditation Section. Upon receipt of the complaint the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a list of the name(s) of the student(s), date(s), and excessive class(es) missed. The monitoring team shall submit a written report to the superintendent and MNTC board within ten (10) school days of the on-site visit.

Upon the recommendation of the monitoring team the superintendent may be called to appear before the State Board of Education for determination of the appropriate action to be taken.
RESTRICTIONS ON PRESENCE OF SEX OFFENDERS ON SCHOOL PROPERTY

Purpose

The purpose of this policy is to identify the circumstances under which registered sex offenders are permitted by law to come within 300 feet of a campus and to identify the technology center’s procedures when such an exemption applies.

Policy

By law, a person who has been convicted of a crime that requires the person to register pursuant to the Oklahoma Sex Offenders Registration Act and when the victim was a child under the age of 13 at the time of the offense is prohibited from loitering within 300 feet of any campus of the technology center. The same prohibition applies to a person who has been convicted of an offense in another jurisdiction, which offense, if committed or attempted in Oklahoma, would have been punishable as an offense listed in OKLA. STAT. tit. 57, § 582 and the victim was a child under the age of 13 at the time of the offense. Persons convicted of sex offenses in the State of Oklahoma prior to the effective date of the Oklahoma Sex Offenders Registration Act, which is November 1, 1989, are not subject to this prohibition.

By law, the only exemption to this prohibition occurs when:

- The person is the custodial parent or legal guardian of a minor child enrolled in the school and
- The person is enrolling, delivering or retrieving that minor child at the school during regular school hours or for co-curricular activities.

The technology center intends to enforce the legal prohibition and to strictly construe the exemption. The legal prohibition does not apply to sex offenses committed against children 13 and over.

To enter a campus building to enroll his or her student, the person must first confer with the Director of Educational Services or designee. The person must comply with the instructions for the student’s enrollment.

To deliver or retrieve his or her enrolled student from school during regular school hours or for a co-curricular activity, the person must remain in his or her vehicle at all times unless the person has obtained prior written approval from the Director of Educational Services or designee to leave the vehicle to deliver or retrieve the student at a designated location.

If the person desires to enter a campus site for a matter concerning his or her enrolled student that is not covered by the legal exemption, he or she must first confer with the Director of Educational Services. Some examples might be to review records, to attend a
parent-teacher conference or to attend an IEP team meeting for the student. The Director of Educational Services will attempt to work with the person to provide the desired information at a non-school site, via telephone or through some other medium.

Any person who violates this policy may be barred from all technology center property. Violators may also be subject to criminal penalties.
ENROLLMENT FOR THOSE CONVICTED OF FELONIES

Although the technology center exists to provide educational opportunities, certain circumstances require careful review and consideration prior to student enrollment at the center. No person seeking admission will be unilaterally excluded solely on the basis of a felony conviction, but those with felony convictions are subject to administrative review. This review will seek to determine whether the individual poses a threat to other students or staff and will educate the potential student regarding limited employment opportunities in certain fields due to the felony conviction.

Any currently-enrolled student who is charged with a felony must promptly disclose the charges to the director of educational services.

All situations will be evaluated on a case-by-case basis. This policy will apply to all career majors, programs, and/or courses that require an application for enrollment.

Administrative Review Process

Upon learning that an individual with a felony conviction has applied for enrollment at the technology center, an administrative committee will determine the nature of the crime, the applicant's version of the events, the amount of time which has passed since the crime was committed, rehabilitation which has occurred since the crime, the applicant's current status with the court system and any other factor deemed to be relevant to the specific circumstances.

Career Counseling

Certain careers, especially health related careers, often prohibit licensure/employment of individuals who have been convicted of:

- Violent crimes (e.g., murder, assault, armed robbery)
- Sex crimes of any nature or kind
- Manufacture, sale or possession of drugs with intent to distribute
- Child or elder abuse

Because many clinical sites will not permit convicted felons to participate in job sites/clinical sites, enrollment in such a program will not be permitted due to a student's inability to complete the program requirement or obtain licensure or certification. Any applicant denied enrollment based on this policy may seek a review of the denial if he/she believes extenuating circumstances exist which would allow him/her to complete the program requirements.
This policy is not intended to prevent enrollment, but is designed to protect students from investing in an education which cannot be completed due to circumstances beyond the technology center’s control.

**Registered Sex Offenders**

Individuals seeking admission to the technology center must disclose their status as a registered sex offender. A failure to make this disclosure will result in removal from the technology center. Applications for admission by registered sex offenders will be reviewed for the purpose of determining whether admission is in the best interest of other students and the center. In any instance involving the admission of a registered sex offender, the student will be subject to specific guidelines, provided by the superintendent or designee. These guidelines will govern the student’s school enrollment, attendance, and participation in school activities. Violation of administrative guidelines issued to the student will result in the student’s removal.
COMPLAINT PROCEDURES UNDER PART B OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To comply with the requirements of state and federal law, the technology center has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), as amended.

Formal written complaints filed with the technology center should be addressed to the superintendent or a technology center administrator. The complaint must include a statement that the technology center has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and, if alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed. The complaint must allege that a violation occurred not more than one (1) year prior to the date the technology center received the complaint.

Upon receipt of a formal written complaint alleging violation of Part B of the IDEA, the special education director of the sending district will acknowledge receipt of the complaint in writing and provide the complainant with a copy of Parents Rights in Special Education. Alternately, the director will ensure that the sending school district has provided this publication. The technology center’s representative will provide the complainant an opportunity to voluntarily engage in mediation with the technology center in an effort to resolve the formal written complaint.

The technology center will promptly investigate formal written complaints. As part of the investigation, technology center personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. Technology center personnel will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Within 60 calendar days from receipt of the formal written complaint, the technology center will issue a written report to the complainant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The technology center will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the technology center agree to extend the time to engage in mediation or other available alternative means of dispute resolution.
In the decision, the technology center will advise the complainant of the right to request review of the decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

A complainant may choose to file his or her complaint directly with SDE rather than filing with the technology center. Where appropriate the technology center will involve the sending school district in all levels of the complaint.
EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

The technology center recognizes its responsibilities to students who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II"). In an effort to ensure that technology center employees understand and implement the requirements of Section 504 and Title II, the board of education adopts the following policy.

Qualified Individual with a Disability

All qualified persons with disabilities within the jurisdiction of the technology center are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The phrase "physical or mental impairment" includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

1 Individuals who currently engage in the illegal use of drugs are not protected by the ADA.
Mitigating Measures

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

1. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

2. use of assistive technology;

3. reasonable accommodations or auxiliary aids or services; or

4. learned behavioral or adaptive neurological modifications.

The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

Appropriate Education

An appropriate education may comprise education in cooperation with a sending school, which may offer education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day or education at the technology center. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child's education. While the technology center may not be involved in many of these education opportunities, it may be a provider of specially selected options.

An appropriate education in the sending school will include:

- Regular or special education and related aids and services designed to meet the individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;

- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;

- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
Establishment of due process procedures that enable parents and guardians to receive required notices, review their child’s records and challenge identification, evaluation and placement decisions, and that provide for an impartial hearing with the opportunity for participation by parents and representation by counsel, and a review procedure.

The technology center will work, as appropriate, with the sending school to design education programs for student with disabilities to meet their individual needs to the same extent that the needs of nondisabled students are met. The technology center will provide the quality of education services to students with disabilities that equals the quality of services provided to nondisabled students. The technology center will provide teachers for students with disabilities who are trained in the instruction of individuals with disabilities. The technology center will provide comparable facilities for students with disabilities and make appropriate materials and equipment available. The technology center will not exclude students with disabilities from participating in nonacademic services and extracurricular activities on the basis of disability. The technology center will provide persons with disabilities an opportunity to participate in nonacademic services that is equal to that provided to persons without disabilities. These services may include transportation, health services, recreational activities, special interest groups or clubs sponsored by the technology center, and referrals to agencies that provide assistance to persons with disabilities and employment of students.

Educational Setting

The technology center will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. The technology center shall place students in the regular education environment unless the technology center demonstrates that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Students with disabilities will participate with nondisabled students in both academic and nonacademic services, including meals, to the maximum extent appropriate to their individual needs and the program in which they are enrolled.

As necessary, the technology center, in cooperation with the sending school and as related to the program in which the student is enrolled, will provide specific supplementary aids and services for students with disabilities to ensure an appropriate education setting. Supplementary aids may include, but are not limited to, interpreters for students who are deaf, readers for students who are blind, and equipment to make physical accommodations for students with mobility impairments.

Evaluation and Placement

The technology center will work cooperatively with the sending district to make evaluation and placement decisions in accordance with appropriate procedures required by law.

Section 504/Title II Plan

When the sending school’s multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it should work closely with the technology center to prepare a plan documenting how the technology center will participate to provide FAPE for that student. Any plan for a student will identify the educational services, related services and supplementary aids and services needed to meet the student’s individual educational needs, the person(s) responsible for implementing each
component of the plan, the starting and ending dates for each component and a date, no less than annually, on which the sending school will review the plan.

The technology center will provide appropriate education and related aids and services free of charge to students with disabilities and their parents or guardians, except for fees equally imposed on nondisabled persons or their parents or guardians.

**Procedural Safeguards**

The technology center will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. Technology center personnel will rely on sending schools to notify parents or guardians of any evaluation or placement actions and will allow parents or guardians to examine the student’s records maintained by the technology center. The technology center relies on sending schools to provide parents or guardians with a copy of its *Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act Information and Procedural Safeguards* form annually at the student’s Section 504 plan meeting and when the sending school (a) seeks parent or guardian consent for Section 504 evaluation or reevaluation, (b) receives a complaint from the parent or guardian alleging failure to comply with Section 504 or Title II requirements, (c) receives a request from the parent or guardian for a copy of the *Procedural Safeguards* form, and (d) takes any action with respect to the identification, evaluation, or educational placement of the student.

The technology center will participate in, as appropriate and consistent with its obligations to the student, an impartial hearing by an objective, neutral hearing officer that will allow parents or guardians to challenge identification, evaluation and placement procedures and decisions. If parents or guardians disagree with the technology center’s decisions, they will be afforded an impartial hearing, with an opportunity for their participation and for representation by counsel. The technology center will participate fully in any impartial administrative review procedure by an objective, neutral review officer to parents or guardians who want to challenge the hearing decision. If the parent or guardian wants to challenge the administrative review decision, he or she may file an action in state or federal court. The technology center will defer, as appropriate, to the legal obligations of the sending school.

**Retaliation**

The technology center prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the technology center’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The technology center will take steps to prevent the alleged perpetrator or anyone else at the technology center from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the technology center will take strong responsive action. Persons with complaints or concerns about the application of this policy should contact:

Moore Norman Technology Center, Attention: Superintendent
4701 12th Ave. NW, Norman, OK 73069
SATISFACTORY ACADEMIC PROGRESS

A student is expected to make progress toward satisfactory completion of his/her course of study in order to be eligible to continue. Satisfactory progress includes:

- maintaining a grade point average of ‘C’ or better
- completing a minimum of 80 percent of scheduled curriculum hours, based on student’s plan of study
- meeting the Board’s attendance policy

A student who fails to make satisfactory progress will be placed on scholastic probation for one semester. If at the end of one semester’s probation the student has not achieved satisfactory progress, he/she may not be permitted to continue in the program.
SCHOOL TRANSPORTATION SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Students will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses and vans will be replaced as required to provide good equipment at all times.

Complete reports on any transportation accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

Drivers will always bring busses or vans to a full stop – with caution lights flashing, if applicable – before loading or unloading passengers. When unloading passengers, the driver will stay in place with caution lights on (if applicable) until the exiting passengers are at a safe distance away from the bus/van and/or clear of the street.

Students who engage in misconduct, including misconduct that threatens the safety of bus operations, may be subjected to removal from bus transportation and/or such other discipline as deemed appropriate by the administration.

COMMUNICABLE DISEASES

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district’s Bloodborne Pathogen Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual’s communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law; or
- with the express approval of the superintendent.

Information about an individual’s communicable disease status will not be included in the individual’s regular school or health records. Any individual who discloses another person’s communicable disease status without the superintendent’s express authorization will face disciplinary action.

Student Admission

No student will be denied an education or participation in the activities of the district based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the superintendent or designee will consult with the Oklahoma State Department of Health regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

Employment

No individual will be denied employment or have his/her contract nonrenewed based solely on his/her status as an individual infected with a communicable disease.
STUDENT SEARCH AND SEIZURE

The superintendent, deputy superintendent, or designees are authorized to detain and search any student and any property in the student's possession while on technology center premises, at technology center activities, or in transit under authority of the technology center, for any item possession of which by the student is illegal or prohibited by technology center policy, or for property believed to have been stolen from another student, an employee, or the technology center. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that:
   
   A. A violation of the law or school policy or rules has occurred or is occurring;
   
   B. The student to be searched has committed the violation; and
   
   C. Particular evidence of the violation will be discovered in the search.

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

   A. The student's age, history, and record in school;

   B. The prevalence and seriousness of the suspected violation;

   C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;

   D. The need to make a search without delay and further investigation;

   E. The specificity and source of the information used as justification for the search; and

   F. The particular instructor or official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation. When practical, the search shall be conducted by an individual the same gender as the student.

2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by technology center authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained in the office of superintendent and administrator's office, including the date, time, place, names of witnesses, purpose, basis, and result of the search.
REPORTING STUDENT SUBSTANCE ABUSE

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by instructors in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to an instructor that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the instructor will report the matter in writing to the superintendent. Whenever possible, the instructor should attempt to obtain a corroborative observation from another instructor or administrator.

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

The superintendent or his/her designee will also immediately meet with the student, and if the student is a minor, notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

Reference: OKLA. STAT. tit. 70 § 24-138  
OKLA. STAT. tit. 37 § 103.2, 506  
OKLA. STAT. tit. 63 § 2-101
TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The board, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event hereby adopts the following policy.

Statement of Purpose and Intent

The safety of students and employees of the technology center is of paramount concern to the board.

Students who are under the influence of alcohol or an illegal chemical substance when the student is on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a sponsored event.

This policy will apply to all students of the technology center.

Violations of this policy will subject the student to disciplinary action, including out-of-school suspension or withdrawal from the program.

Definitions

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an...
abusive purpose. By way of example only, the drugs which may be tested for include but are not limited to: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes “low point” beer.

"Under the influence" means any student of the technology center who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"Technology center property" means any property owned, leased or rented by the technology center, including but not limited to buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as:
   
   A. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on technology center property, at a school sponsored event, in school vehicles, or going to or from a technology center sponsored event; or
   
   B. the direct observation of alcohol or drug use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event.

2. A report of drug or alcohol use while on technology center property, at a sponsored event, in school vehicles, or going to or from a technology center sponsored event, provided by reliable and credible sources;

3. Evidence that a student has tampered with an alcohol or drug test; or

4. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on technology center property, at a
Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a technology center site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree practical and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from classes.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use a technique involving a scientifically accepted method of confirmation with equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will
not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

4. Upon written request, the student, or parent in the instance of minor students, will be furnished with a copy of all test results (at no charge) performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records.

5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles or going to or from a technology center sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by reasons other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's contracted laboratory which performed the tests in determining whether the positive test result was produced by reasons other than use of alcohol or an illegal chemical substance.

6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

**Student Alcohol and Drug Use Tests - When Required**

1. Any student whose behavior while on technology center property, at a technology center sponsored event, in school vehicles, or going to or from a sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test at the student's expense. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the technology center from disciplining any student in the absence of an alcohol or drug use test of the student.

2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action, including suspension or withdrawal.
from the program to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

**Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on technology center property, at a technology center sponsored event, in technology center vehicles, or going to or from a technology center sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from classes.

**Persons Authorized to Order Alcohol or Drug Testing**

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent;

2. Any employee designated for such purposes by the superintendent or the board of education.

**Out-of-School Suspension Due Process Procedures**

Any student who is subject to an out-of-school suspension, or in the case of adult students, removal from the technology center, for the violation of this policy shall be afforded appropriate due process procedures allowed by the technology center’s policy on student behavior.

**Circulation of Policy**

This policy shall be given broad circulation to all students of the technology center which shall include prominent posting in the technology center.
STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bully” means any 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.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics
unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

Understanding and Preventing Bullying

A full copy of this policy will be posted on the technology center’s website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center’s annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center’s bullying coordinator and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians of minors may participate in a parent education component.
Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or campus administrator. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the site administrator on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site’s student and staff handbooks, on the technology center’s website, and in the bullying prevention education provided annually to students and staff. The technology center’s anti-bullying program is coordinated at the district level by its bullying coordinator, the deputy superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district’s bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district’s bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the administrator may recommend that available community mental health care or substance abuse options be provided to a student, if
appropriate. The administrator may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family. The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith.

The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

**Parental Notification for Minor Students**

The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

**Parental Responsibilities**

All parents/guardians of minor students will be informed in writing of the technology center’s program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents of minor students. Parents of minor students will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the administration immediately if they think their child is being bullied or is bullying other students;
• Watch for symptoms that their child may be a target of bullying and report those symptoms; and
• Cooperate fully with technology center personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center’s Annual Performance Report.
HAZING

Hazing constitutes unethical and unacceptable conduct that will not be tolerated at the technology center. To that end, the technology center adopts the following policy prohibiting hazing.

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

2. Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

3. Endangering the mental health shall include, but not be limited to, any activity except those authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual.

4. No organization having student members which is sponsored by the technology center or which is permitted to hold meetings or other events on technology center property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

5. Students violating these prohibitions shall not be permitted to participate in any extra-curricular activity sponsored by the technology center, shall be subject to disciplinary measures which may include suspension or removal, and shall, when appropriate, be referred to local law enforcement authorities for prosecution.

6. Student Organizations which violate these prohibitions shall forfeit all rights, privileges, and recognition from the technology center for a minimum of one (1) year, and shall be referred to local law enforcement authorities for prosecution.

7. Hazing will be dealt with as outlined in the Code of Student Conduct. Technology center employees who are linked to hazing shall be subject to discipline - including dismissal or non-renewal.
TUITION REFUND

It is the policy of the technology center board of education that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a full-time or short-term adult course or program or short-term multi-client classes prior to the specified time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees and other charges.

The term “withdrawal” shall mean written notification by a student of his/her intention to discontinue class attendance.

Procedures

The purpose of these procedures is to establish a set of guidelines for the refund of tuition to students who wish to withdraw from full-time, short-term adult, and Business and Career Development (BCD) courses.

General Guidelines

1. 100% tuition and supply fees are refundable to the student if the technology center cancels the program.

2. A student eligible for a refund should expect a minimum of two weeks (10 working days) from the date of refund request approval to receipt of a refund check.

3. Nonattendance of classes does not constitute official withdrawal. The student must complete an official refund request form.

4. A refund request will not be approved unless all financial obligations to the technology center have been met.

5. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another Moore Norman Technology Center course.

Full-Time Programs

1. 100% of the tuition will be refunded if the student withdraws before classes start.

2. 100% of the tuition will be refunded if a student drops on or before the seventh instructional day. No refund if a student drops after the seventh instructional day.

3. Tuition will not be refunded for courses in which the student has earned a final grade.
4. No refund will be made for insurance or assessments purchased in the student’s name.

5. Books, tools and materials purchased from MNTC may be eligible for refund.

**Short-Term Adult Courses**

For Short term adult courses offered through Business and Industry Services, the following rules will apply for tuition refund:

1. Requests for a refund of tuition must be made through the Information and Enrollment Center of MNTC. Non-attendance does not constitute withdrawal.

2. Workshops and Seminars – a full refund minus a $5 processing fee will be given if requested prior to the start of the workshop or seminar. No refund will be given after the start of the workshop or seminar.

3. Individualized Study Classes – a full refund minus a $5 processing fee will be given with two weeks of enrollment date for 20-week FlexTrack classes; a full refund minus a $5 processing fee will be given within two days of enrollment date with 4-week FlexTrack classes.

4. MNTC Online Classes – a full refund minus a $5 processing fee will be given for withdrawals within 7 days of the beginning of class.

5. Ed2go Online and AHA Online – no refund after starting class.

6. Other classes – a full refund minus a $5 processing fee will be given if withdrawal is before second classes meeting. No refund after second class meeting.

7. Books, tools and materials purchased from MNTC may be eligible for a refund if the books and supplies are in “like new” condition, unopened, unmarked and undamaged, provided the materials are returned at the same time as the request for withdrawal.
WORK-BASED LEARNING

It is the policy of Moore Norman Technology Center to provided structured and meaningful work-based learning experiences for students. The board recognizes the work-based learning ("WBL") provides students with opportunities to study complex subject matter as well as vital workplace skills in a hands-on, "real life" environment. Students have opportunities to apply the knowledge and skills they have acquired in the classroom to tasks performed in the workplace or community. As students see the connections between their school work and what is required by industry, they gain an understanding of the importance of their learning. It uses the workplace, or in-depth experience that includes employer or community input, to engage students and intentionally promote learning and access to future educational and career opportunities.

WBL may be paid or unpaid and may last from a few hours to hundreds of hours. The activities are coordinated with school-based activities to show students the "why" of what they are learning. WBL supports students in developing career awareness, exploring career options, developing appropriate workplace skills, and relating academic skills to real-world applications. Specific learning objectives are associated with each experience and often the experiences become more complex as the learners advance in their curriculum. Moore Norman Technology Center has five defined types of WBL.

1. **Clinicals** – Teacher/instructor guided activities designed to assist students to meet their program of study/career major course outcomes and to safely apply new practice related knowledge and skills applicable to the student’s career major. These experiences may occur in a variety of affiliating agencies or clinical practice settings. This type of WBL usually requires a contract to be in place between MNTC and the health care facility. Students may also be required to purchase professional liability insurance in order to participate.

2. **Field Trips** – A planned educational experience that reinforces and expands on concepts taught in class to increase knowledge and supplement course curriculum. This type of WBL is usually done as an entire class, together, as a group. Examples: industry tour, museum, car show, college visit, or career fair.

3. **Industry Work Experience** – Students are given the opportunity to perform a set of skills in a particular industry, for a period of time determined by their area of study. MNTC and industry training sponsors work together to create a structured learning experience closely connected to the academic and technical content learning in the classroom. The following are all considered industry work experience:

   - OJT
   - Externships
   - Internships
   - Cooperative Work Experience
• Technical Mentorships
• Apprenticeships

Common to all of these is the element of careful planning and management to ensure a focus on learning consistent with the combination of academic and technical skills. A training plan is developed collaboratively by the instructor or school representative and industry training sponsors. The training plan will outline the expected training objectives to be accomplished during the student’s industry work experience. The instructor or school representative evaluates the job-related assignments and works with the training sponsor to evaluate the on-the-job performance. Industry work experience may or may not include financial compensation. Students may also be required to purchase professional liability insurance in order to participate.

4. **Job Shadowing** – A career awareness/exploration opportunity in which the student observes or “shadows” an industry employee(s) for a designated period of time gaining insight into the workplace, daily responsibilities, and other aspects of a particular occupation or profession. This activity will be coordinated by MNTC with industry partners to ensure a quality experience for the learner.

5. **Service Learning** – A method of teaching that enhances classroom instruction with meaningful community service. This form of learning develops character and citizenship skills, emphasizes critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement, and personal responsibility. Service learning offers students immediate opportunities to apply classroom learning to support or enhance positive change in the community.

Each student should be given the opportunity to participate in one or more WBL experiences with the specific assignments chosen by the instructor and mutually agreed upon by the industry partner and student. In career majors where WBL is part of the curriculum and required for completion, one or more of the five WBL options may be used (or combined) to satisfy the requirement as determined by the instructor. The student, instructor and industry partner will mutually agree on the following:

• Hours and/or days of participation in the WBL experience
• Requirements for the student to complete the WBL experience
• Evaluation of the WBL experience

The student must be 16 years of age and provide transportation to the WBL site if they are the only student participating in WBL at that industry site. Student must have a valid driver’s license and liability insurance. Drivers transporting students are required to have written permission of ALL parent/guardians of minor age passengers. Minor age drivers must have parent/guardian authorization to transport students.

Appropriate forms must be completed and approved by administration before the student or students begin their WBL experience.
STUDENT ORGANIZATIONS:
SPONSORSHIP AND CLOSED STUDENT FORUMS

The board is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that technology center policies should further students' opportunities for participation. The board also is mindful that the primary purpose of the technology center is to educate its students and that the board must maintain control and oversight of students' activities and experiences while attending school.

Therefore, the board has determined that only school-sponsored student organizations, as that term is defined in this policy, will be permitted to utilize school facilities for meetings or other functions. The board intends by this policy to create a "closed forum" in regard to the utilization of technology center facilities by student organizations and groups, in that the use of technology center facilities by student organizations and groups will be restricted to those student organizations and groups that are sponsored by the technology center as provided in this policy.

Technology Center-Sponsored Student Organizations

The technology center may sponsor student organizations that the board determines are in furtherance of and consistent with the technology center's educational objectives and directly related to its curriculum ("technology center-sponsored student organizations").

An organization shall be considered to be directly related to the technology center's curriculum: (1) if the subject matter of the group is actually taught or will soon be taught; (2) if the subject matter of the group concerns the body of courses as a whole; (3) if participation in the group is required for a particular course; (4) if participation in the group results in academic credit; or (5) if it is part of or an adjunct to student government, relating directly to the curriculum, to the extent that it addresses concerns, solicits opinions and formulates proposals pertaining to the body of courses offered by the technology center.

Technology center-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.

Application for technology center sponsorship shall be made by the proposed faculty sponsor and at least five (5) students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure and provisions of a constitution or other document setting out its organizational purpose and structure, subject to approval by the superintendent.

After the proposed organization and its constitution have received preliminary approval from the superintendent, the board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion
rendered by the technology center's legal counsel that the proposed organization meets the standards of this policy.

Only technology center-sponsored student organizations shall be permitted to meet in or otherwise use technology center facilities.

**Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate**

The technology center shall provide annual notice to parents and guardians about technology center-sponsored student organizations in the student handbook and on the technology center's website. The notice shall include at least a list of the names of the clubs or organizations; their individual missions or purposes; and the names of the faculty advisors.

If technology center-sponsored student organizations are created or formed after the annual notice is distributed, the technology center shall send supplemental notice through the technology center's website or by any other means it deems appropriate. Like the annual notice, the supplemental notice shall specify at least the name of the organization, its mission or purpose and the name of its faculty advisor.

Parents and guardians may notify the technology center that they are withholding permission for their student to join or participate in one or more extracurricular technology center-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.

Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

Nothing in this policy prevents a club or organization from meeting when a student who is not authorized to participate is present.

The technology center may, but is not required to, provide annual (or supplemental) notice to parents and guardians about independent student-organized groups, as they are not groups directed or controlled by the technology center. If notice of such groups is provided, the notice shall indicate that the group is an independent student-organized group.
NOTICE REGARDING STUDENT ORGANIZATIONS AND PARENTAL RIGHT TO WITHHOLD PERMISSION TO PARTICIPATE

The purpose of this notice is to provide parents and guardians of minor students with certain information regarding extracurricular clubs and organizations which are sponsored by or under the direction and control of the technology center as required by Oklahoma law. The technology center is not required to give notice about independent student-organized groups, as they are not group sponsored, directed or controlled by the technology center and therefore, no information is provided regarding these groups. This notice will be provided in the technology center's website and in the student handbook.

The technology center does not have any extracurricular clubs and organizations which are sponsored by or under the direction and control of the technology center. If any extracurricular student clubs or organizations which are sponsored by or under the direction and control of the technology center are created or formed after this notice is distributed, the technology center will send supplemental notice through the technology center’s website and/or by any other means it deems appropriate. This supplemental notice will also contain the name of the organization, its mission or purpose and the name of its faculty advisor.
GUIDELINES FOR THE SANCTIONING OF
STUDENT ACHIEVEMENT PROGRAMS

The board of education of the technology center believes that student achievement programs (curricular, co-curricular and extracurricular) can advance the educational goals of the board of education and confer a benefit to the students of the technology center. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs that raise money and collect revenues for the benefit of students. Only those student achievement programs sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70 § 5-129.

Sanctioning Procedure for Student Achievement Programs

The technology center may sanction student achievement programs that, according to the board's determination, advance the educational objectives of the technology center, are beneficial to students, and meet the requirements of this policy.

In determining whether a student achievement program should be sanctioned by the technology center, the board of education may consider: (1) if the program promotes activities that are an extension, expansion, or application of the technology center curriculum; (2) if the program assists student government or activities in carrying out special projects or responsibilities; (3) if the program assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the board of education; and (4) supplemental information provided by the student achievement program in support of its application.

A written statement by a student achievement program to the board of education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the technology center and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program by an independent accounting firm.

The written statement shall be submitted to the superintendent for preliminary review. After the program's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the board of education. The board of education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the board of education is final and nonappealable.

In order to maintain the status of a sanctioned program in accordance with this policy, the superintendent of schools or the board of education may require from any such program, on an annual basis, that financial and performance audits be performed on the program by an independent accounting firm. If required by the superintendent of schools or the board of education, the audits shall be submitted to the superintendent within ninety (90) days of the
superintendent's request. The board of education shall review any audits submitted and
determine if the program is entitled to continue to be sanctioned in accordance with this
policy and if its funds should continue to be exempt from the statutory controls over student
activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70 § 5-129.

The superintendent or the board of education may, at any time they deem warranted,
request copies of any and all records maintained by the program. Copies of records must
be promptly provided upon the request of the board or superintendent.

The board may, at its discretion, withdraw sanctioning at any time it deems it in the best
interest of the technology center. Any decision of the board of education to withdraw
sanctioning is final and non-appealable.

No program sanctioned under this policy shall publish or otherwise publicly indicate in any
manner that it has been sanctioned by the technology center under this policy.

Reference: OKLA. STAT. tit. 70 § 5-129
STUDENT INTERVIEWS AND INTERROGATIONS

Should it become necessary for a member of a law enforcement agency or a social service agency to talk with a student and/or school personnel during the school day, the following procedures shall be observed to protect the rights of all parties involved.

In the event of an emergency which necessitates that law enforcement be contacted, law enforcement personnel may use whatever legal means are necessary to ensure the safety of all district students, patrons and employees.

In non-emergency situations, such as when law enforcement personnel wish to question a student or employee, law enforcement personnel must coordinate their business through the appropriate administrator's office. The administrator is authorized to summon the student or employee to a private area so that law enforcement personnel may conduct a private interview. If the interview involves a minor student, an administrator will attempt to contact the student's parent or guardian prior to the interview. However, the inability to reach the student's parent or guardian will not prevent the interview from being conducted. An administrator may remain present during the interview of a minor student to ensure compliance with the student's rights but may not participate in the interview. Students will not be removed from campus unless the student is being arrested or being placed in protective custody.

Child welfare workers wishing to interview minor students about suspected abuse or neglect must also coordinate their business through the appropriate administrator's office. The administrator or designee is authorized to summon the student to a private area so that the child welfare personnel may conduct a private interview. The administrator or designee will ask the child welfare worker whether a parent/guardian may be contacted and/or whether a school official may be present for the interview, and school officials must comply with those instructions. Child welfare workers wishing to remove any student from school property must have a properly signed court order or be accompanied by local law enforcement for the removal of the student.

Reference: OKLA. STAT. tit. 10A § 1-2-105
CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS
OF MINOR STUDENTS

It is the policy of the board of education that a parent who is awarded legal custody of a
minor student by court action shall file a copy of the court decree awarding such custody
with the technology center. If the custodial parent does not wish the minor student to be
released to the non-custodial parent, an appropriate written instruction should also be filed
with the technology center.

All staff members are instructed to refer any questions to the deputy superintendent or the
superintendent.

Absent a court order to the contrary, both natural parents have the right to view the minor
student’s school records; to receive school progress reports; and to visit the minor student
briefly at school.

Reference: OKLA. STAT. tit. 43 § 109.6
DISTRICT WIDE PARENTAL INVOLVEMENT  
(Secondary Students - Parent Bill of Rights)

The board supports parents’ efforts to be involved in the technology center’s education programs. This policy outlines the technology center's efforts to educate parents and support parent involvement in response to the 2014 Parents’ Bill of Rights.

Parents have the right be involved in their minor child’s education, including directing that education. Parents are encouraged to exercise their rights in conjunction with technology center guidance so as not to inadvertently impede their minor child’s compliance with federal and state mandated requirements – including requirements related to graduation or program completion. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the technology center’s right to make recordings (without specific parental approval) related to:

* safety, general order and discipline
* academic or extracurricular activities
* classroom instruction
* security/surveillance of the buildings or grounds
* photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The technology center will promote parent participation with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

* Parent teacher conferences
* Back to school / meet the teacher nights
* School sponsored webpages with class information available to parents
* School newsletters

2. The technology center will inform parents about their child’s course of study by disseminating this information:

* During annual enrollment
* In student handbooks
* On the district’s webpage
Parents may review learning materials affecting their minor children’s course of study, including supplemental materials, by making a request through the campus director.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the campus director. Parents who choose to withdraw their minor child from a class are responsible for making alternate arrangements for the child to earn credit for the work missed.

4. If a teacher is going to provide instruction or presentations regarding sexuality in a course, the teacher will send written notice home to parents 5 days in advance of the presentation. Parents who object to their minor child’s participation in such instruction may send a written request to the campus director to have the student excused from the presentation. Any such student will be permitted to study in the office during the presentation.

5. Parents may learn about the nature and purpose of clubs and activities which are part of the technology center’s curriculum by reviewing student handbooks and the technology center’s website. The school’s extracurricular clubs and activities are also published in student handbooks, the policy manual, and are available on the district’s website.

6. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:

   A. The technology center does not provide sex education, but relies on sending schools to meet this requirement. Parents may opt their student out of the relevant program by following the procedures established by the sending district.

   B. Parents who are not residents of the technology center district may enroll their minor children in accordance with board policy. A copy of that policy is available in the superintendent’s office.

   C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.

   D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in any Oklahoma school. This requirement may be waived if the parent submits a note from the minor child’s physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
E. Students are required to meet certain obligations in order to be promoted to a subsequent grade at their sending school, particularly with regard to learning to read. Parents can learn about those requirements – including efforts the sending district takes in order to help students become successful readers – by reviewing the sending district’s policies on Reading Sufficiency Act testing, and student promotion. Copies of those policies are available from the sending district.

F. Students are required to meet certain obligations in order to graduate from high school and/or complete their technology center course of study. Parents can learn about these requirements each year during course enrollment or by talking with a technology center enrollment counselor. This information is also available in student handbooks and on the Oklahoma State Department of Education’s website (www.ok.gov/sde/).

G. The technology center does not provide AIDS education but instead relies on the sending school to complete this task. Parents may opt their minor student out of this education by following the procedures established by their child’s sending school.

H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child’s teacher. Parents may review the results of state-wide testing at the child’s sending school by following the procedures established by their child’s sending school.

I. Qualifying students have the right to participate in their sending school’s gifted and talented program in accordance with the sending district’s policy regarding the program. A copy of the policy is available through the sending district.

J. Parents have the right to review teachers’ manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the campus director.

K. Parents have the right to receive a school report card related to their child’s sending school. Information regarding these report cards will be provided through the sending district.

L. Students are required to attend school regularly, and the technology center will notify parents of any student absence unless the parent has already contacted the technology center to report the absence. The technology center will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the campus director for additional information regarding student absences.

M. Parents have the right to review the technology center’s courses of study and textbooks. Arrangements for this review can be made through the campus director.
N. Students may be excused from school for religious purposes provided the parent contacts the campus director to request such an absence.

O. Parents have the right to review all technology center policies, including parental involvement policies. Copies of these policies are available through the superintendent’s office.

P. Parents have the right to participate in parent-teacher organizations through their child’s sending school. Information regarding these groups will be made available through the sending school.

Q. Parents may opt out of selected data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent’s office.

Parents requesting information outlined in this policy should submit written requests for information through the campus director or superintendent, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent’s request.

TUITION WAIVER

Tuition scholarships may be established and awarded to deserving students. The superintendent is responsible for developing and administering these scholarships.

Career Major Tuition Waiver

This waiver provides tuition-free instruction to a high school graduate meeting the established criteria. The intent of this program is:

- to encourage a student to receive a diploma in a MNTC career major,
- to encourage a student to continue education in a technical field after high school graduation or equivalent,
- to encourage a student to pursue an associate degree in technical education, and
- to encourage a student to master advanced curriculum in order to enhance employability.

National Guard Fee Waivers

Eligible members of the Oklahoma Army and Air National Guard may be entitled to have their tuition waived for career majors while attending Moore Norman Technology Center.
MILITARY TUITION DISCOUNT

The board of education recognizes the many sacrifices and contributions made by members of the military and their families. Accordingly, MNTC will provide a military discount in accordance with the terms of this policy.

Student Eligibility

In order to be eligible for the discount, an individual must currently be a member of the armed forces or have received a discharge from the armed forces other than a dishonorable discharge. One of the following military documents is required to establish eligibility:

- DD-214 (must include Character of Service)
- Military LES
- Discharge Certificate
- Military Orders
- Retirement Certificate

Current spouses of such individuals are also eligible to participate in the program. In order to establish eligibility, the spouse is required to submit a military identification card which indicates the relationship between the student and the military member.

Program Benefits

Eligible students may receive a reduction of fifty percent (50%) on the cost of tuition in career majors and short term (BIS) courses. This discount does not apply to books, materials, supplies, etc. Some courses, such as online classes, may not be eligible for this discount.

Other Conditions

MNTC may discontinue offering this benefit at any time in the discretion of the board; however, such discontinuation will not affect individuals who are enrolled in the program at the time the decision to discontinue the program is made.

Individuals who fraudulently obtain a tuition discount under this program will be required to repay the tuition discounted, will be removed from enrollment at MNTC and will be ineligible for future enrollment at MNTC.
POST MILITARY EDUCATION

The board of education recognizes that service members acquire knowledge and skills during military duty. Beginning with the 2013-2014 school year, the technology center will award appropriate educational credit in its education programs consistent with the training and experience earned by military personnel.

In order to be considered for an award of education credit at the technology center, an applicant must have received an other than dishonorable discharge from the United States Armed Forces within three (3) years from the date of enrollment at the technology center.

The career advisor or counselor, with input from the instructor, is authorized to compare the applicant's education, training and experience with the requirements of the applicant's proposed program of study. The applicant is responsible for supplying the requisite information and records essential to any award of credit. The technology center shall utilize the Guide to the Evaluation of Educational Experiences in the Armed Services (published by the American Council on Education) to make this analysis and determine appropriate credit to be awarded. The process of awarding credit for military experience shall be conducted in a manner similar to the review process for transfer of education credits earned at another institution. The decision of the technology center regarding an award of credit is a final decision that is not subject to appeal.
POST-SECONDARY STUDENT BEHAVIOR

Purpose

The technology center serves post-secondary and secondary students. A discipline code is provided for secondary students to inform students of the standards of conduct required of students, and of the consequences that attach to misconduct. School laws that prescribe procedures applicable to secondary students are, in some instances, not applicable to adult students. Accordingly, the technology center has established a separate policy applicable to adult students that explains the standards of conduct and civility expected of adult students and also explains the actions that may be taken when adult conduct violates those standards. Adults are held to standards of conduct that are no less than those which attach to secondary students attending the technology center. Educational opportunities available to adult students may be cut-short or terminated in instances where an adult student’s conduct violates the approved standards or when an adult student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving an adult student’s dismissal or removal from a course or program, the technology center will utilize procedures that are fair and reasonable. The complete cooperation of students is encouraged to assure that all students have an opportunity to benefit from the educational opportunities available. Conduct which violates policies, rules and practices or which interferes with or disrupts learning must and will be addressed by school administration. This policy explains the technology center’s standards of conduct and describes the procedure that will be used when it is necessary to remove an adult student from a course or program. Removal may involve a short or long period or may involve a permanent removal or dismissal from the program or course of study.

References in Policy

Reference to “administrator” means a deputy superintendent or the technology center staff member to whom the administration has delegated the responsibility for student discipline.

Reference to the “superintendent” refers to the superintendent of schools or the superintendent’s designee.

Removal or dismissal refers to taking a student out of a course, program, or the technology center for a short period, a longer period, or permanently.

Procedures

1. Immediate Removal of a Student

Whenever an alleged violation of the Post-Secondary Student Behavior Code is reported to an administrator, he or she will ascertain whether the immediate
removal of the student is required. This determination will be based on whether the student's continued presence in the classroom or on campus would create, in the administrator's judgment, a dangerous and/or disruptive situation with regard to the classroom. If immediate removal, pending appeal of the removal, is found necessary, the administrator shall document the justification in a report and immediately forward it to the deputy superintendent/superintendent, and inform the student.

In instances involving immediate student removal, pending appeal of the student's removal, the superintendent may approve the student's continued performance of course or program requirements if they can be accomplished off campus or at a different campus location – until available appeals are concluded.

2. Hearing

Upon notice of an alleged violation, the administrator will review the evidence relevant to the violation. If removal of the student occurs before a hearing can be conducted, the hearing must be held as soon as possible, but not later than 72 hours of the dismissal. In case of waiver or non-attendance of the hearing by the student, summary disposition of the matter will be indicated in letter form and forwarded to the student with a copy to the superintendent.

If the student is unable to attend the original time and day specified by the administrator for the hearing, the matter may be continued only once and in such case, will be reset to be conducted within the next 72 hours, excluding weekends and school holidays. Any further request for continuance will result in immediate disposition of the matter with notification in writing sent to the student.

3. Decision

Once the hearing has been held, the administrator will summarize the findings in a written report, which will include the decision as to the student's innocence or guilt and recommended discipline, if applicable. This decision will be announced orally at the conclusion of the hearing with a written report to follow, or within three business days of the conclusion of the hearing, by issuance of the written report.

Should the punishment be one of short or long-term removal or dismissal, the administrator will notify the superintendent of the action.

4. Appeal

If all or any portion of the administrator's decision is not agreed to, the student has the right to appeal the decision to the superintendent. An appeal is commenced by letter to the superintendent delivered within 72 hours of the date on the written decision rendered by the administrator. The administrator, upon receipt of notice of the appeal, will forward the report of the hearing to the superintendent for decision. The superintendent shall have the authority to sustain, overrule, or modify the administrator's decision.
If the student desires an appeal to the superintendent, he or she shall be permitted to remain in school unless the circumstances delineated under the “Immediate Removal” section, above, are met. At the hearing, the administrator shall first present his/her evidence. This will be followed by the student’s evidence. The decision of the superintendent shall be final. Such decision shall be announced orally at the hearing conclusion or issued in writing to all parties, within three business days following the conclusion of the superintendent level appeal. An oral decision, when rendered immediately following the hearing, shall be followed by issuance of the superintendent’s written decision, which shall be placed in the mail within three (3) business days of announcing the decision.

5. Modification of Corrective Action

The imposition of corrective action is subject to modification upon the recommendation of the administrator at any time prior to the hearing before the superintendent. The discipline imposed by the administrator is based on one or more of the following guidelines:

A. Seriousness of the offense.

B. Student’s disciplinary record during the course of the school year or in prior years.

C. Any final action by civil authorities. (However, action by authorities, in criminal or civil matters, is not a condition precedent to disciplinary action, including removal, by the school.)

D. Cooperation and assistance of student during the disciplinary proceedings.

E. Other circumstances as the administrator may deem relevant.

6. Readmission

A dismissed student may be eligible to be considered for readmission upon proper application for readmission. However, the administration may consider the student’s prior disciplinary and incident record in determining whether to grant a student’s request for readmission. Some program areas preclude readmission of a student dismissed for cause.

Notification of Policy

Copies of any procedural regulations and the Post-Secondary Student Behavior Code shall be distributed to all adult students annually, and students are responsible for compliance with the school’s behavior and conduct standards. Program areas may publish other conduct standards that also establish standards for behavior and conduct. Questions as to the interpretation of any part of the policy should be presented to the appropriate administrator.
Administrative Actions

Administrative actions provided in this policy may be taken by the administrator designated by this policy or the superintendent. An administrator, whether a division administrator superintendent, or other administrator in charge, may appoint a designee to act in his/her place. Designees must be appointed or approved by the superintendent.

Post-Secondary Student Behavior Code

The following behaviors at the technology center, while in technology center vehicles or going to or from or attending technology center events will result in disciplinary action, including the possibility of dismissal:

1. Aiding or abetting others in violation of the behavior code
2. Arson
3. Altering or attempting to alter another individual’s food or beverage
4. Assault (whether physical or verbal) and/or battery
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
6. Cheating, plagiarism, or other academic dishonesty
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Deceit – False representation of facts
10. Disruption of the educational process or operation of a classroom or the school
11. Extortion
12. Failure to comply with state or program specific immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or actions
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication and physical acts

19. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location

20. Immorality

21. Inappropriate attire, including violation of dress code

22. Inappropriate behavior or gestures

23. Indecent exposure

24. Intimidation or harassment because race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene, profane, or abusive language or gestures

26. Physical or verbal abuse

27. Possession or use of a caustic substance (unrelated to course work)

28. Possession, distribution or viewing obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession or use, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon, including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.), including any device capable of discharging or throwing any projectile (i.e., BB guns, paint guns, dart guns, blow guns, etc.)

31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act

33. Possession of illegal and/or drug related paraphernalia

34. Possession of prescription and/or non-prescription medicine while at school and/or school related functions without prior administrative approval

35. Profanity

36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications

40. Truancy, including excessive tardies

41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets or slurs

44. Use of the school’s technology resources (i.e., computers, electronic mail, internet, digital devices, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

45. Vandalism - willful action that results in destruction, damage, or defacement of property belonging to or rented by the District inclusive of graffiti, markings, inscriptions, slogans, drawings, or painting on the tangible property of the District

46. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing technology center
property, or conduct that results in school closure, or student/staff removal from a school site

47. Willful damage to technology center property

48. Willful disobedience of a directive of any technology center official

Students suspended for a violent offense directed toward an instructor shall not be allowed to return to the instructor’s classroom without the instructor’s prior approval. Whether an offense is considered a violent offense, requiring an instructor’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable criminal law distinguishing between violent and nonviolent offenses.

In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of a classroom or the school or significantly impairs a student’s ability to receive an education or a school’s ability to provide an education, will also result in disciplinary action, which may include removal or dismissal from school. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at a student, students or technology center personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district’s plan to address it. “Bullying” means any 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.

Failure to Meet or Comply with Essential Course Requirements

The technology center’s course offerings include those that incorporate requirements essential to successful completion of the course. An example is the clinical hours a part of and necessary to completion of many health care courses. When a student cannot complete essential course requirements the student may be dismissed from a program for a variety of reasons, including but not limited to conduct, behavior, or other inability to meet mandatory parts of the program. Students dismissed for reasons falling within this part of the policy, will have the same rights with regard to removal as adult students who violate the technology center’s behavior code.

Students Attending the Technology Center by Virtue of a Special Program

In some instances, adult students are participating in programs offered by the technology center as a result of their eligibility established by terms of a federal or state program. In these instances the programs establish eligibility requirements as well as minimum
standards which students must meet in order to remain a part of the program and recipient of program benefits. Student participation and dismissal of the student may be governed by the program criteria. Students have no property interest in these programs and, as a result, those who violate expectations related to attendance, participation, and otherwise fail to meet the obligations which accompany participation, may be removed from the program with notice to the student and the program director. Whether to allow the student to return to the program and, if so, under what conditions, will be a joint decision of the designated school representatives and the designees for the federal or state program. The student’s dismissal or removal shall include written notice to the program or project director of the student’s dismissal and the reasons for dismissal.
SECONDARY STUDENT BEHAVIOR AND DISCIPLINE

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Aiding or abetting others in violation of the behavior code
2. Arson
3. Altering or attempting to alter another individual’s food or beverage
4. Assault (whether physical or verbal) and/or battery
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
6. Cheating, plagiarism or other academic dishonesty
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Deceit – false representation of facts
10. Disruption of the educational process or operation of a classroom or the school
11. Extortion
12. Failure to comply with state or program specific immunization requirements
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling

17. Gang related activity or actions

18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

19. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location

20. Immorality

21. Inappropriate attire, including violation of dress code

22. Inappropriate behavior or gestures

23. Indecent exposure

24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

25. Obscene, profane, or abusive language or gestures

26. Physical or verbal abuse

27. Possession or use of a caustic substance (unrelated to course work)

28. Possession, viewing or distribution of obscene materials, including electronic possession, distribution or viewing (sexting)

29. Possession or use, without prior authorization, of a wireless telecommunication device

30. Possession, threat or use of a dangerous weapon,\(^1\) including firearms, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.), including any device capable of discharging or throwing any projectile (i.e., BB guns, paint guns, dart guns, blow guns, etc.)

31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy,

\(^1\) Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the administration, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

32. Possession or distribution of a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act

33. Possession of illegal and/or drug related paraphernalia

34. Possession of prescription and/or non-prescription medicine while at school and/or school related functions without prior administrative approval

35. Profanity

36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

38. Theft

39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or, electronic communications

40. Truancy, including excessive tardies

41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, and electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center

43. Using racial, religious, ethnic, sexual, gender or disability-related epithets or slurs

44. Use of the school’s technology resources (i.e., computers, electronic mail, internet, digital devices, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law

45. Vandalism – willful action that results in destruction, damage, or defacement of property belonging to or rented by the District inclusive of graffiti, markings, inscriptions, slogans, drawings, or painting on the tangible property of the District
46. Violation of board of education policies, rules or regulations or violation of technology center rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing technology center property, or conduct that results in school closure, or student/staff removal from a school site

47. Willful damage to technology center property

48. Willful disobedience of a directive of any technology center official

In addition, conduct occurring outside of the normal school day or off technology center property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of a classroom or the school, or significantly impairs a student’s ability to receive an education or a school’s ability to provide an education, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with technology center equipment, if the communication is specifically directed at a student, students, or technology center personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the technology center’s plan to address it. “Bullying” means any 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.

Sample Disciplinary Options

- **Instructor or Administrator Intervention**
  
  May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student’s seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- **Detention or In-School Intervention**
  
  Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/administrator at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.
- **Alternative In-School Placement**

  Alternative in-school placement is an optional correctional measure that may be used by the administration when deemed appropriate. It involves assignment to a site, designated by the technology center, for a prescribed course of education as determined by school representatives.

- **Out of School Student Suspension**

  Students may be suspended out of school pursuant to the technology center’s policy regarding student suspension.

**Student Privileges While Under Suspension**

Participation in the extracurricular activities of the technology center is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the administrator to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the technology center during the term of the discipline unless, in the sole judgment of the administrator, such participation is appropriate given the nature of the offense.

"Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.
SECONDARY STUDENT SUSPENSIONS  
(Out-of-school)

This policy applies only to out-of-school suspensions for secondary students and, unless otherwise noted, all references to “suspension” in this policy mean out-of-school suspension. References to “parent” in this policy mean a minor student's parent(s) or legal guardian(s). References to "administrator" means the administrator or staff member to whom the administrator has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a technology center regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);

2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a technology center employee, or the technology center during school activities;

3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the technology center’s policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a technology center employee or person volunteering for the technology center shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a
condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

**Technology Center’s Obligations Prior to Suspension**

Before the administration recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The technology center will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

**Pre-Suspension Conference**

When a student engages in behavior or conduct that may result in suspension, the administrator shall conduct an informal conference with the student.

At the conference the administrator shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the administrator concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The administrator shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected.

A student may be suspended without a pre-suspension conference only in situations when the administrator reasonably believes that the student’s continued presence in the building will constitute an immediate danger to the health or safety of students, employees, technology center property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

**Conferences with Parents**

The administrator will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the administrator at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the administrator will read the regulation the student is charged with having violated and will briefly outline the student’s conduct. The administrator will also explain the reason for rejecting other disciplinary options. The parent should be asked by the administrator if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the administrator shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to
have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the administrator's decision, he/she will be requested to sign a waiver of review.

**Individualized Plans**

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the administrator with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for high school graduation.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

**Records**

The administrator will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The administrator shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

**Suspension Terms**

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the technology center's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.
Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The administrator shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student’s option the appeal may be directly to the board or the board’s appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the administrator's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the administrator's decision, the administrator’s suspension decision is final.

Appeals to the Superintendent or Designee (“Superintendent”)

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student’s conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

Appeals to the Board of Education or Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent’s suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
   a. Announce that the next agenda item is a suspension review hearing.
b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The board president or hearing officer should advise the parent/student:

   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
   c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
   d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
   e. That the parent/student may ask any questions about the procedure.

3. Administration may call witnesses and present documents subject to cross-examination.

4. Parent/student may call any witnesses and present documents subject to cross-examination.

5. After each witness is presented board members or the hearing officer may ask the witness questions.


7. Administration's closing statement.

8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.
Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the administrator deems proper, except that at the discretion of the administrator, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the administrator the student’s continued presence in the building will constitute an immediate danger to the health or safety of students, employees, technology center property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The administrator shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the administrator within five (5) calendar days after the parent/student receives the administrator's decision. If the administrator does not receive a written appeal within five (5) calendar days of the decision, the administrator's suspension decision is final.

Upon receipt of the request, the administrator shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the administrator determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The administrator shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's suspension in an informal manner. The administrator will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the
regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the administrator and the superintendent.

5. The decision of the committee shall be final and nonappealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all technology center sponsored teams, clubs, organizations, ceremonies, student government, etc.
Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the campus director, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the technology center.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

- The term "chief administrative officer" means the superintendent or the board of education.

- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the technology center, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any technology center sponsored function regardless of whether such function is conducted on technology center property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any technology center employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the technology center’s policy for the out-of-school suspension of students.
Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

Reference: OKLA. STAT. tit. 70 § 24-101.3
STUDENT RECORDS

Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The board of education authorizes the superintendent to inform parents of minor students, adult students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

Student - Any individual who attends or has attended a program of instruction sponsored by the board of education of the technology center and for whom it maintains education records.

Eligible student - A student who has reached age 18 or is attending a postsecondary school.

Parent – A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. The technology center will assume that either parent has a right of access to records regardless of custody orders unless the technology center has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the technology center to prevent parent access to student records.

Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the technology center or a party acting for the technology center, except:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

2. Records of a law enforcement unit of the technology center, but only if education records maintained by the technology center are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.

3. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively
to a student in his or her capacity as a technology center employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)

4. Records on an eligible student that are:

A. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;

B. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and

C. Disclosed only to individuals providing the treatment.

5. Alumni records that relate to the student after he or she no longer attends classes provided by the technology center that are not directly related to the individual as a student.

6. Grades on peer-graded papers before they are collected and recorded by a teacher.

Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the technology center reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.

Dates of attendance -

1. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.

2. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information unless the use of a password or PIN is required to authenticate the use of the ID number.

Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual
employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

Education program – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

Annual Notice

The technology center will notify parents of minor students and eligible students annually of their rights under FERPA by means of a technology center newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents of minor students and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.

2. Seek amendment of the student's education records that the parent of a minor student or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The technology center will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

4. File a complaint with the U.S. Department of Education concerning the technology center’s alleged failure to comply with FERPA.

The technology center will arrange to provide translations of its annual notice to non-English speaking parents of minor students in their native language and to effectively notify parents of minor students or eligible students who are disabled.

The Right to Inspect and Review the Student's Education Records

Parents of minor students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent of a minor student or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a student's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a student or the provision of a free and appropriate education to the student and in all cases within no more than 45 days of a request.

The technology center will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed the technology center.
The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's deputy superintendent a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the deputy superintendent should offer to collect copies of records or the records themselves from site locations, so they may be inspected at one site. However, if parents of a minor student and eligible students wish to inspect records where they are maintained, the deputy superintendent will make every effort to accommodate their wishes. The deputy superintendent will make the needed arrangements as promptly as possible and notify the parent of a minor student or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than the eligible student, the parent of a minor student or eligible student may not inspect and review the records of the other students.

The technology center is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

Copies of Records

The technology center will provide the parent of a minor student or eligible student with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent of a minor student or eligible student and the technology center.

2. If failure to provide copies would effectively prevent the parent of a minor student or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent of a minor student or eligible student from personally inspecting and reviewing a student's education record.

3. At the request of the parent of a minor student or eligible student when the technology center has provided the records to third parties by the prior consent of the parent of a minor student or eligible student.

4. At the request of the parent of a minor student or eligible student when the technology center has forwarded the records to another school where the student seeks or intends to enroll.

The technology center may charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the technology center reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.
The technology center’s fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The technology center will not charge for the costs of search and retrieval.

Types and Locations of Education Records in the Technology Center

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<td>Educational Services Director</td>
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<td>Employee Health Records</td>
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<tr>
<td>Psychological Records</td>
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<td>Transportation Records</td>
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<td>Facility Operations Director</td>
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Directory Information

The following information is designated as “directory information,” and may be disclosed without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., 11th, 12th grade, etc.);
7. The student's participation in officially recognized activities;
8. The student's degrees, honors and awards received;
9. The most recent educational agency or institution attended;
10. The student's photograph;
11. The student's electronic mail address; and
12. The student’s major field of study.

The technology center will notify parents of minor students and eligible students annually of the designated items of directory information by means of a technology center newsletter, newspaper notice, school handbook or individual notice. Parents of minor students and eligible students have the right to exclude directory information from public access by notifying the registrar or appropriate technology center official, in writing, of any or all of the items they refuse to permit the technology center to designate as directory information about that student. The student’s records will be marked to indicate the items the technology center will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the minor student’s parent or the eligible student.

Use and Disclosure of Student Education Records

Technology center officials may release information from a student’s education record if the minor student’s parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

The technology center will only release information from or permit access to a student’s education record with a minor student’s parent or eligible student’s prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other technology center officials, including instructors, within the technology center whom the technology center has determined to have legitimate educational interests.

A technology center official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another technology center official in performing his or her tasks.

A technology center official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The technology center will use reasonable methods to ensure that officials obtain access to only those education records in which they have legitimate educational interests. The technology center will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.
A contractor, consultant, volunteer or other party to whom the technology center has outsourced institutional services or functions may be considered a technology center official, provided that the outside party performs an institutional service or function for which the technology center would otherwise use employees; is under the technology center’s direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student’s enrollment or transfer. (Parents of minor students and eligible students have a right to obtain copies of the records disclosed under this provision).

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.

4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.

5. The disclosure is to organizations conducting studies for or on behalf of the technology center to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.

6. The disclosure is to accrediting institutions to carry out their accrediting functions.

7. The disclosure is to parents of a student if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The technology center will make a reasonable effort to notify a minor student’s parents or the eligible student before making a disclosure under this provision unless:

   A. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
B. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

C. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;

D. the technology center initiates legal action against a parent or student, the technology center may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the technology center to proceed with the legal action as plaintiff; or

E. the parent or eligible student initiates legal action against the technology center, the technology center may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the technology center to defend itself.

9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination, the technology center may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the technology center determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. The disclosure contains only “directory information” as defined in this policy, and the parent of a minor student or eligible student has not refused to allow the technology center to designate that item as directory information for the student.

11. The disclosure is made directly to the parent of a minor student or eligible student.

12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

Prior to the release of education records without a parent or eligible student's advance written consent, the technology center will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:
• the identity of the authorized representative
• the specific personally identifiable information that is to be disclosed
• a clear description of the activity and purpose for the disclosure
• the authorized representative will not re-disclose the personally identifiable information
• the authorized representative will destroy the personally identifiable information within the time set forth in the agreement

The technology center will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the technology center discloses personally identifiable information from education records.

Upon request, the minor student's parent or eligible student may obtain a copy of any records disclosed under this provision.

Record of Requests for Access and Disclosures Made From Education Records

The technology center will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The technology center will maintain this record with the student's education records as long as the records are maintained.

For each request or disclosure the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and

2. The party's legitimate interests in requesting or obtaining the information.

The technology center will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and

2. The parties to whom the technology center disclosed the information.

As permitted by FERPA, the technology center may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the minor student’s parent or eligible student. The technology center will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the technology center may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the technology center’s behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);
2. The technology center makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the technology center’s behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and

3. The technology center maintains a record of the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student’s education records without prior written consent and maintains this record with the student’s education records as long as the records are maintained (§99.32(b)(2)).

Procedures to Seek to Correct Education Records

Parents of minor students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The technology center will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a minor student or the eligible student who is asking the technology center to correct a record.

To establish an orderly process to review and correct an education record for a requester, the technology center may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a minor student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the technology center to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or
those who may have a professional concern about the technology center's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.

Third level decision - The superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the technology center attorney or the board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The technology center's decision that the record is correct and the basis for the decision;

2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the technology center will grant such a hearing;

3. Instructions for the requester to contact the superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The technology center will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and

4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent or designee will, within a week, notify the requester when and where the technology center will hold the hearing and who it has designated as the hearing officer.
At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The superintendent or designee will prepare the technology center's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the technology center's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the technology center's decision, the superintendent or designee will take one of the following actions:

1. If the decision is that the technology center will change the record, the superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the technology center will not change the record, the superintendent or designee will prepare a written notice to the requester, which will include:
   
   A. The technology center's decision that the record is correct and will not be changed;
   
   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the technology center's decision; and
   
   C. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the technology center's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When the technology center receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Complaints

If a parent of a minor student, an eligible student or a citizen of the technology center believes that the technology center is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:
Availability of policy

Copies of this policy will be available for the parent of a minor student and eligible student review in the deputy superintendent’s office of each technology center site and in the superintendent’s office.
NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents of minor students and "eligible students" over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the technology center receives a request for access.

   Parents of minor students or eligible students must submit a written request to the registrar or appropriate technology center official that identifies the record(s) they wish to inspect. This school official will make arrangements for access to the education records and will notify the parent of a minor student or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent of a minor student or eligible student believes inaccurate, misleading or otherwise in violation of the student's privacy rights.

   Parents of minor students or eligible students may ask the technology center to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the registrar or appropriate technology center official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

   If the technology center decides not to make changes in the record as requested, the technology center must notify the minor student's parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the minor student's parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

   Technology center officials with legitimate educational interests are permitted disclosure without consent. An official is a person employed by the technology center as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the technology center has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another official in performing his or her tasks.

   An official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the technology center will disclose education records without consent to officials of another technology center in which a student seeks or intends to enroll.
Technology centers may disclose, without consent, “directory” information; however, the technology center must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the technology center not disclose directory information about that student.

Technology centers must notify parents of minor students and eligible students annually of their rights under FERPA by means of a special letter, bulletin, student handbook and/or other means left to the discretion of each technology center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the technology center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, D.C. 20202-5901
DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the technology center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your minor child’s education records. However, the technology center may disclose appropriately designated “directory information” without written consent, unless you have advised the technology center to the contrary in accordance with technology center procedures. The primary purpose of directory information is to allow the technology center to include this type of information from education records in certain school publications. Examples include:

- Recognition lists;
- Graduation programs; and
- Press releases.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their minor child’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the technology center to disclose directory information from your or your minor child’s education records without your prior written consent, you must notify the registrar in writing. The following information is designated as "directory information," and may be disclosed without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student’s dates of attendance;
6. The student's grade level (i.e., 11th grade, 12th grade, etc.);
7. The student’s participation in officially recognized activities;
8. The student's degrees, honors and awards received;
9. The most recent educational agency or institution attended;
10. The student's photograph;
11. The student’s electronic mail address; and
12. The students major field of study.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student’s school ID number.
MOMENT OF SILENCE

In compliance with 70 O.S. 11-101.2, Moore Norman Technology Center will observe a moment of silence immediately after classes convene each morning on which long term classes are held. A prepared statement will be read aloud over the intercom stating that an individual may reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract or impede others in the exercise of individual choices.

Any individual who engages in an activity which interferes with, distracts or impedes others in the exercise of individual choices will be subject to disciplinary action.
CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The technology center shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

INTERNET AND TECHNOLOGY SAFETY
CHILDREN’S INTERNET PROTECTION ACT – SECONDARY STUDENTS

It is the policy of the technology center to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Technology Protection Measures

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Training Requirement

Any individual who uses the technology center’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the technology center’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the technology center’s acceptable use policy. These efforts will be age appropriate and be based on the individual’s status as an employee or student.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the technology center’s technology policies and the Children’s Internet Protection Act. The IT Services director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use technology resources in a manner inconsistent with the technology center’s policies.

Personal Safety

Employees and students shall not use the technology center’s resources in any manner that jeopardizes personal safety. Students and employees must follow all technology policies, including the Acceptable Use of Internet and Electronic and Digital Communications Devices policy, which details the technology center’s safe use standards.
STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act (“Act”), OKLA. STAT. tit. 70 § 1210.196.

Definitions

For purposes of this policy, these terms have the following definitions:

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school.

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the disability coordinator or designee, the parent or guardian of a minor student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“Diabetes care designee” means a technology center employee who has successfully completed the training required by this policy and state law.

Policy

Any technology center employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise an appropriate administrator. The parent of any minor student who will have diabetes-related needs at school or in school activities should advise the disability coordinator or an administrative representative.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who may seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent of a minor student, will sign the Plan. The personal health care team will review the Plan at least annually. The deputy superintendent will make a reasonable effort to find one or more technology center employees willing to serve as a diabetes care designee (“Designee”) to monitor the student with diabetes care as provided in the student’s Plan. The technology center will maintain the diabetes Plan and related documentation as student health records.

A Designee must first complete training provided by the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
• Understanding the proper action to take if the student’s blood glucose is outside the range indicated in the Plan;
• Understanding the details of the Plan;
• Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
• Properly administering insulin and glucagon and recording the results of the administration;
• Recognizing complications that require the assistant to seek emergency assistance; and
• Understanding the recommended schedules and food intake for the student’s meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student’s schedule is disrupted.

To continue as Designee, the Designee must annually demonstrate competency in the above training. The human resources department or its designee will maintain a copy of the training guidelines and the records associated with the training.

With permission from the student or the parent(s) of a minor student, the technology center will provide each technology center employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student’s name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any technology center employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student’s insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The technology center will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, a meeting of the personal health care team will be scheduled to address the situation. The technology center is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.
Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No technology center employee will be subject to any penalty or disciplinary action for refusing to serve as a Designee. No technology center employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee’s actions rise to the level of reckless or intentional conduct.
ADMINISTRATION OF MEDICINE TO MINOR STUDENTS

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to minor students, when minor students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of minor student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

“Parent” means a parent, a court appointed guardian or a person having legal custody of a minor student.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to minor students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to minor students with legitimate health needs.

Except as provided in this policy and in the technology center's diabetes care and management policy, minor students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the minor student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the technology center retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

The parent must deliver the minor student’s medicine to the school administrator in its original container with the parent’s written authorization for administration of the medicine. The parent's authorization must identify the minor student, the medicine and include or refer to the label for instructions on administration of the medicine. The administrator or a designated employee will administer the medicine to the minor student pursuant to the parent's instructions and the directions for use on the label or in the physician’s prescription. The parent must complete a new authorization form annually and for each change of medication. The technology center will maintain the authorization form as a part of the minor student's health record. Authorization forms will be available in the campus
director’s office. A parent who chooses to do so may come to the school and personally dispense medication to the minor student.

The administration of each campus will keep a record of the minor students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a minor student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific minor students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication. Each campus site will maintain a current list of those authorized to administer medication at that site.

Minor students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the minor students’ control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the minor student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent’s responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self administration of medication.
- Parents who elect self medication understand and agree that the technology center, its agents and employees shall incur no liability for any adverse reaction or injury the minor student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
• If the parent and physician authorize self medication, the technology center is not responsible for safeguarding the minor students’ medications or specialized equipment.

• Minor students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a minor student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, minor student, nurse and other appropriate persons.

• Minor students will not be allowed to self administer:
  ▪ Narcotics;
  ▪ Prescription pain killers;
  ▪ Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  ▪ Other medication hereafter designated in writing by the technology center.

• Except as otherwise provided by an individual minor student’s school health plan, minor students may self administer non-diabetes and non-anaphylaxis-related injectables only in the campus director’s office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the technology center’s diabetes care and management policy.

• Minor students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

• The parent will provide an emergency supply of a minor student’s inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

**Nonprescription Medication**

Technology center staff will only administer nonprescription medication with the parent’s written authorization and according to label directions or written instructions from the minor student’s physician. The medication must be in the original container that indicates:

• Minor student name (affixed to the container);
• Ingredients;
• Expiration date;
• Dosage and frequency;
• Administration route, i.e., oral, drops, etc.; and
• Other directions as appropriate.
Technology center staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the minor student’s physician. The parent must provide and maintain a supply of nonprescription medication for the minor student.

**Prescription Medication**

Technology center staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Minor student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the minor student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the campus director if discontinuance of medication to a minor student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the minor student, parent and/or prescribing doctor and the technology center;
• An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well being of the minor student;

• Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

• The medication expiration date has passed.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3
SAFETY DRILLS AND EMERGENCY MANAGEMENT

The board of education has appointed a committee composed of the superintendent and other designated personnel for the purpose of developing and maintaining the technology center’s emergency plans. A crisis plan will be developed to provide guidance for those responsible for the safety of students and property. This plan will be evaluated regularly to ensure it meets the school’s safety needs. Although the complete plan will only be available to those with a legitimate need to know the information, the technology center will make an overview of its plan containing all pertinent information available to all students and employees.

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Lockdown (2 drills per year at different times of day)
- Fire (1 drill within the first 15 days of the start of each semester)
- Intruder (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as terrorism, suicide, weapons, etc. (2 drills per year)

The director of facility operations and/or designee are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation in the campus safety office, and with the Oklahoma School Security Institute (OSSI).

Emergency preparedness will be discussed with employees and students at least once per semester or as deemed necessary by the appropriate administrator. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Instructors will discuss these procedures with each class during student orientation.

All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the appropriate director.

In the case of building evacuations, all assembly areas will be at least 50 feet away from buildings and driveways.

In addition to other notification actions deemed appropriate to the situation, the technology center may also send texts and/or email alerts related to significant emergencies or dangerous situations if there is a threat to the health or safety of students or employees.
All decisions related to such notifications and alerts will be made by the superintendent or his/her designee based on the totality of the circumstances at the time of the decision. Information on how to sign up for the alert system will be provided to students and employees during student enrollment or employee orientation.

The administration will also issue timely warnings for situations which are not emergency situations but which warrant campus wide notifications. These timely warnings will be disseminated through the MNTC website and social media.

Students and patrons with information about a crime at the technology center should report that information to either the director of facility operations or the campus safety officer at (405) 364-5763.

Any employee who receives information about a crime is required to promptly notify the director of facility operations.

Reference: OAC 210: 35-13-115; OKLA. STAT. tit. 63 § 176
CAMPUS SAFETY AND THE JEANNE CLERY ACT

The technology center has taken steps toward improving the safety and well-being of students, employees and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on its campus, or off campus if such conduct impacts the education environment.

Bullying, Harassment, Intimidation and Retaliation

These forms of misconduct will be investigated and responded to under the technology center’s policies and procedures related to such misconduct. Copies of these policies and procedures are available on the MNTC website and in the student handbook.

Criminal Activity and Sex Offenses

Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

Reporting Criminal Activity and Sex Offenses

Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to the director of operations, school resource officer and/or local law enforcement (911). This will increase safety and allow for critical evidence to be preserved. Any member of the technology center’s administrative team will help students report sex offenses to law enforcement upon the student’s request.

Sex offenses should also be promptly reported to the technology center’s Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

Moore Norman Technology Center
Attention: HR Director (employees)
Attention: Educational Services Director (students)
4701 12th Ave. NW
Norman, OK 73069
Investigations

All criminal activity and sex offenses alleged to have occurred on campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered.

Disciplinary Procedures and Consequences

Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation.

Any student or employee who is determined to have committed a sex offense or other crime on campus will face severe disciplinary consequences, up to and including termination for employees and expulsion for students. A full statement of the technology center’s disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement.

Supportive Services for Victims of Sex Offenses

Any individual who is the victim of an on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success.

Statistical Information

Prior to October 1st of each year, the technology center will disseminate a campus crime report to all current students and employees via posting on the technology center’s website after individually notifying employees and students of the availability of the report. The report will comply with all aspects of the Clery Act. Applicants and members of the public may request a copy of this report by making a written request to the office of the director of facilities operations.

The district will maintain all statistical data on Clery Act crimes for seven (7) years.
BOARD INTERNAL ORGANIZATION

The board of education shall be organized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first regular meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, an assistant clerk, either of whom may be one of the members of the board, each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board and applicable law may allow.

Reference: OKLA. STAT. tit. 70 § 5-107A, 119
BOARD OF EDUCATION
LEGAL STATUS

The board of education is comprised of five (5) members elected by a vote of the technology center district. The board of education derives its authority from state law. The board’s power is judicial and legislative, and the superintendent selected by the board serves as its chief executive officer. When not in legal session, a board member has no legal authority whatsoever – except as may be conferred by the board of education.

The legislative function of the board is to make plans and policies, select the superintendent and delegate to him or her the responsibility to place plans and policies into operation, and provide the financial means for their achievement.

The judicial function of the board is to hear and resolve hearings, grievances, disciplinary appeals, public complaints and other actions of a judicial nature.

Reference: OKLA. STAT. tit. 70 § 5-107A
ELECTION OF BOARD MEMBERS

The board shall consist of five (5) elected members, one (1) from each of the five (5) zones. Board members shall be elected to serve a term of five (5) years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one (1) member shall retire from the board each year.

Reference: OKLA. STAT. tit. 70 § 5-107A
BOARD POLICY DEVELOPMENT

The Moore Norman Technology Center Board of Education is designated by Oklahoma law as the governing board of Moore Norman Technology Center School District No. 17 and is granted the power and duty to make rules, not inconsistent with the law or rules of the State Board of Education, governing the board and the school system of the district. It is the position of the board to set policy and direction for the school, and the role of the administration and staff is to implement the policies of the Board in a fair and consistent manner.

Policy Development

1. Origination - The superintendent will ensure that responsibility for each policy and procedure is assigned to the appropriate stakeholder for the respective area (i.e., finance, human resources, administration, student, etc.).

Implementation

1. Responsibility - The stakeholder for the respective area will ensure that assigned policies and procedures are reviewed and updated as needed.

2. Procedure –
   
   A. It is the right of any member of the board and superintendent to propose a new or amended policy and/or procedure directly to the board.
   
   B. A proposal for creating and/or revising a policy and/or procedure may be made through the Action Request system. In this case, the Action Request team will assign the proposal to the superintendent who will forward the draft to the responsible stakeholder to evaluate the proposed policy and/or procedure change.

Review and Revision

1. Review - Staff will present new or revised policy drafts as information items to the board at an official meeting of the board. After receiving input from board members, the policy will be placed on the agenda for formal action. However, if circumstances dictate, the superintendent may request formal action by the board at the first presentation of the policy.

2. Policy Revision – Moore Norman Technology Center’s policies are reviewed by the school’s legal counsel.

3. The superintendent will be the final reviewer of the draft or revised policy prior to the presentation to the board.
1. Policies are posted on the school’s website as well as a published copy is kept in the office of the superintendent.
BOARD OF EDUCATION OFFICERS

PRESIDENT

The president of the board of education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, certifies tax levies and defends them, serves as spokesperson, and performs other duties that are delegated to him/her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of the technology center, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the technology center in the interim between meetings of the board.

The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community that request such representation.

Reference: OKLA. STAT. tit. 70 § 5-120, 135
BOARD OF EDUCATION OFFICERS
VICE-PRESIDENT

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

Reference: OKLA. STAT. tit. 70 § 5-121
BOARD OF EDUCATION OFFICERS
CLERK

The board of education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.

2. In addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the technology center.

3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.

4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the Oklahoma Department of Career and Technology Education may require.

5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the technology center for a period of longer than five (5) years.

6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district’s technology department for including the filings on the district’s website.

Reference: OKLA. STAT. tit. 70 § 5-119
MINUTES CLERK

The board of education has established the following duties for the minute clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof.

2. List numbers of approved encumbrances in the minutes of the board meetings.

3. Furnish tentative minutes to newspapers requesting copies.

4. Perform such other duties as directed by the board of education.

The minute clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as minute/encumbrance clerk.

Reference: OKLA. STAT. tit. 70 § 5-119
ENCUMBRANCE CLERK

The board of education has established the following responsibilities for the encumbrance clerk:

1. Keep technology center books and documents.
2. Enter authorized amounts of appropriations in the appropriate accounts.
3. Charge the correct appropriation account and credit the affected encumbrance outstanding accounts with approved encumbrances after first determining that the encumbrances do not exceed the balance of the appropriation charged.
4. Receive certification from the proper technology center employee that services or merchandise billed to the technology center have been received, file bills and invoices in official records, debit the outstanding account and credit the accounts payable account for the amount of the approved bills.
5. Pay the approved bills by issuing warrants against the designated funds, charge the warrants against the appropriate accounts payable accounts and credit them to the appropriate warrants issued accounts, notify the board treasurer when bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or make other disbursement approved by the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness or bonds after the treasurer has registered the warrants in numerical order.
7. Perform other duties as assigned by the board of education, which may include completing purchase order forms and continuing education requirements.

The encumbrance clerk will post a surety bond in the amount of $1,000.00 before discharging any duties as encumbrance clerk.

Reference: OKLA. STAT. tit. 70 § 5-119
BOARD VACANCIES

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment, and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should promptly notify the board president or the superintendent.

Reference: OKLA. STAT. tit. 26 §13A-110
CONTINUING EDUCATION FOR BOARD MEMBERS

Except as provided below, at the time a school district elector files a notification and declaration of candidacy for the office of board of education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the board, he or she will attend a two-day workshop to be held by the State Department of Education or, upon approval of the State Board of Education, attend 12 hours of other workshops held by another organization or association representing Oklahoma school district boards of education, for study and instruction concerning school finance, the Oklahoma School Code and related laws, and the ethics, duties and responsibilities of board of education members. If elected, the elector must complete the workshop(s) within 15 months following or preceding his or her election. If a member has not satisfied the applicable workshop requirements within 15 months of his or her election, the district’s board of education shall declare the seat of such member vacant and fill the vacancy according to law. Any board member who does not obtain the required education will be ineligible, pursuant to Oklahoma law, to serve on the board of education for a period of five (5) years.

When an incumbent board member files a notification and declaration of candidacy for reelection to the board of education, the incumbent shall not be required to comply with the statutory requirement described above if the incumbent produces a certificate of completion showing that he or she has completed the workshop described above. However, the member will be required to agree and pledge in writing that, upon reelection, he or she will attend a six-hour workshop emphasizing changes in school law, within 15 months following his or her election.

In addition to the workshop requirements described above, every member of the board shall be required to attend a minimum of 15 hours of continuing education during any full term of office of the member. The continuing education courses, local and state workshops, seminars, conferences and conventions that will satisfy these requirements will be held within the state and will be approved jointly by the State Department of Education and the State Department of Career and Technical Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the board of education. Any member of the board who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the district for expenses incurred. This paragraph shall not apply to those school board members who filed for reelection prior to July 1, 1991.

Reference: OKLA. STAT. tit. 70 § 5-110
BOARD MEETINGS

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. **Regular Meeting** – the usual, official legal action meeting held regularly.

2. **Continued or Reconvened Meeting** – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.

3. **Special Meeting** – an official legal action meeting called between scheduled regular meetings to consider specific topics.

4. **Emergency Meeting** – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the technology center to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

1. **A quorum must be present in person.**

2. **The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body and the specific site from which each member of the body shall be physically present and participating in the meeting.**

3. **After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.**

4. **In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room from within the technology center.**
5. Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.

6. The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.

7. Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.

8. All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.

9. Executive sessions by videoconference are prohibited.

The regular meeting of the board of education shall be on the third Thursday of each month, unless otherwise noted, at 5:30 p.m. at the location indicated in the annual calendar sent to the Cleveland County Clerk. The board may change the meeting place and hour of the meeting by agreement of a majority of the whole number elected.

Special meetings of the board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any member of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: OKLA. STAT. tit. 25 §304, 307.1
BOARD OF EDUCATION
NOTIFICATION OF MEETINGS

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Act.

Notice to County Clerk

Prior to December 15 each year, the board of education shall provide the County Clerk a listing of the time, date and place of all regular meetings for the coming calendar year.

Any change in the date, time or place of a regular meeting shall be provided in writing to the County Clerk at least ten days prior to implementing the change.

Posting of Agenda

At least twenty-four (24) hours prior to a regular or special meeting, a meeting agenda shall be posted which shall include the date, time and place of the meeting and the business to be undertaken at the meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays.

Special or Emergency Meetings

Notice of the time, date and place of a special meeting shall be provided to the County Clerk in person, in writing, or by telephone at least forty-eight (48) hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage or immediate financial loss to the technology center. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Parties Requesting Notice

Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars ($18.00) will be charged each person or entity that requests written notification.

Continuing Meetings

In the event any meeting of the board is to be continued or reconvened, public notice of the action, including the date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.
Internet Website

Within six (6) months of the establishment of an internet website, the technology center shall make available on its website or on a general website, if a general website is used, a schedule and information about regularly scheduled meetings of the technology center’s board of education. The information shall include the date, time, place and agenda of each board meeting. When reasonably possible, the technology center shall also provide information about the date, time, place and agenda of any special or emergency meeting of the technology center’s board of education.

Videoconference

In any instance in which the board, in accordance with the Open Meetings Act, will conduct a meeting by videoconference, its meeting notice and agenda shall indicate that the meeting will include videoconferencing locations and shall state the location, address, and telephone number of each available videoconference site. The notice and agenda shall also state the identity of each member of the board of education who shall participate in the board’s meeting by videoconference and the specific site from which each member of the board shall be physically present and participating in the meeting.

Reference: OKLA. STAT. tit. 25 § 311
            OKLA. STAT. tit. 74 § 3106.2
QUORUM
BOARD MEETING PROCEDURE

A quorum consisting of a majority of the board membership shall be necessary to conduct business at a meeting of the board of education. In the event that a quorum is not present and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present, but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

Reference: OKLA. STAT. tit. 25 § 303, 304, 311
BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION

The board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. By this policy the board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain order.

In order to permit fair and orderly expression of public comment, the board shall provide an opportunity at each regular meeting of the board for public comment on items listed on the agenda of the regular meeting for board action.

If the board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting. In addition, the board has the right to expect that public discussion will be orderly and civil. If not, the board can, in its discretion, discontinue public comment.

The board’s presiding officer shall follow board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those board members present and voting.

Whenever issues identified by the participant are subject to remediation under policies and procedures of the board or district, they shall be dealt with in accordance with those policies and procedures. In particular, the board will not hear either positive or negative comments about staff members or persons connected with the district until those comments/complaints have reached the board through proper administrative procedures.

Participants must be recognized by the president or other presiding officer and must preface their comments by an announcement of their name and group affiliation, if applicable.

Comments of the speaker must relate to an action item on the meeting agenda. Generally, participants shall be limited to comment of a maximum of three (3) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

Individuals or groups wishing to speak during the public comment period of the meeting must check in with the board clerk at least fifteen minutes prior to the start of the board meeting. The individual must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
• The organization the individual represents or is affiliated with, if applicable

Board members may not respond to questions or comments during public participation.

No individual or group may use the agenda item as a forum for campaigning for or against a candidate for public office or ballot measure.

Reference: OKLA. STAT. tit. 25 § 303,304
PUBLIC COMPLAINTS

The board respects the right of community members to criticize its conduct of the technology center, education program and staff members’ job performance, but the board also recognizes its obligation to safeguard its staff members’ rights to appropriate due process.

The board welcomes constructive criticism when it is motivated by a sincere desire to improve the quality of the education program and to help the technology center operate more effectively and efficiently.

An individual or group with a complaint will first contact the instructor or staff member involved and make every effort to work out a satisfactory understanding. If the complaint is not satisfactorily resolved, then the superintendent or the administrator of the program or department concerned will be contacted. If the complaint remains unresolved, then the complaining party may refer the matter to the board. The board will only consider complaints previously considered at the appropriate administrative levels, and those that raise matters within the authority of the board. Examples include matters involving school policies, expenditures and similar matters.

Complaints may be submitted to the board in writing with desired actions specified. The complaint will be referred to the superintendent or appropriate administrator for study and possible resolution and recommendation. Any staff member involved will be advised of the nature of the complaint and given an opportunity to explain, comment and present facts.

The board will conduct any inquiry into such complaints in a fair and just manner, with due regard for applicable policies, procedures or laws that may affect how, when, or in what manner comments or statements are presented to the board.
BOARD OF EDUCATION
EXECUTIVE OFFICER – SUPERINTENDENT

The board of education recognizes that the superintendent is the executive officer of the board of education and the administrative head of the technology center. The superintendent must hold an administrator’s certificate recognized by the Oklahoma Department of Career and Technology Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Career and Technology Education. The following duties have been established for the office of the superintendent:

1. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent’s recommendation on technology center matters.

2. The superintendent shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all technology center matters.

3. The superintendent shall make recommendations to the board of candidates for teacher and supervisory positions, as well as other employees of the technology center as the need arises. The board shall not normally employ a technology center employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.

4. The superintendent shall devote him/herself to the study of educational trends, keep the board informed on conditions of the campuses/sites of the technology center, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation.

5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the superintendent.

6. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent. The superintendent may, at his/her discretion, delegate the day to day responsibility for this task to the director of finance as long as the superintendent ensures that the accounts are appropriately maintained.

7. The superintendent shall be responsible for the administration of suspensions and student exclusions for any reason. The superintendent may, at his/her discretion, delegate the day to day responsibility for this task to the deputy superintendent as long as the superintendent ensures that this process is appropriately completed.
8. The superintendent shall be responsible for providing the ways and means for teaching the subjects, as may be designated or approved by the board of education.

9. The superintendent shall have all school accounts audited each year and a copy of the audit will be distributed to the board and filed in the superintendent’s office.

10. The superintendent shall carefully observe the methods of instruction and the discipline of instructors; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.

11. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the technology center; and formulate standard procedures for purchasing equipment in all departments of the technology center.

12. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the technology center to participate in its development.

13. The superintendent shall have the authority to close the technology center in case of emergency.

14. The superintendent shall visit other technology centers to observe developing educational trends and to suggest appropriate means for the advancement of the technology center.
BOARD-SUPERINTENDENT RELATIONSHIP

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the technology center within the board’s policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the technology center, and for keeping the board informed about technology center operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.

2. Except under extraordinary circumstances, act only upon the recommendation of the superintendent in matters of school personnel.

3. Hold all meetings of the board in the presence of the superintendent except when the superintendent’s contract, salary, or employment are under consideration.

4. Refer all complaints to the superintendent and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.

5. Strive to provide adequate safeguards around the superintendent and other staff members.

6. Present personal criticisms of any employee directly to the superintendent.
TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the technology center shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in February, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon, but not to exceed three (3) years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance. The superintendent shall provide evaluation forms at least thirty (30) days prior to the superintendent's scheduled evaluation session.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Career and Technology Education within fifteen (15) days after it is signed. The board may not pay any salary, benefits or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the technology center.

Reference: OKLA. CONST. X, § 26
EVALUATION OF THE SUPERINTENDENT

The board of education, in recognition of its accountability to the community and its obligations under state law, will conduct an annual formal evaluation of the superintendent of the technology center. The evaluation shall be conducted toward the goal of improving the technology center through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using a written form adopted by the board for this purpose. The board president will compile a composite evaluation form and discuss the evaluation with the superintendent privately in advance of the formal evaluation discussion with the full board. The board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;

2. Help the board evaluate its work in planning the educational program in this community; and

3. Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.
RELATIONSHIP WITH THE EDUCATION FOUNDATION

Moore Norman Technology Center, recognizing the importance of its foundation, as well as the financial benefits which it, as a "local foundation" provides to the technology center, and further recognizing the distinct separateness of the foundation as an entity separate and distinct from the technology center, sets forth the following policy with respect to the interrelationship between the foundation and the technology center.

Pursuant to the provisions of applicable Oklahoma law,

- No employee of the technology center shall serve as a voting member of the foundation’s board of directors.

- Employees of the technology center may serve in an ex officio capacity on the foundation’s board of directors, if requested to do so by the foundation, provided that (i) the total number of ex officio members of the foundation’s board shall be less than the number of the voting members of the foundation’s board, and (ii) no ex officio member of the foundation’s board, nor any employee of the technology center, shall receive any compensation from the foundation for services.

- Members of the technology center’s board of education may serve, at the request of the foundation, on the foundation’s board provided that such board of education members shall not at any time constitute a majority of the members of the foundation’s board of directors, nor shall any such individuals be compensated by the foundation.

- No member of the technology center’s board of education, nor any employee of the technology center, shall perform services for the foundation unless such services are pursuant to a written contract between the foundation and the technology center - and the foundation makes adequate payment or reimbursement to the technology center for the services so rendered.

- The technology center shall not provide items of value (other than office space as set forth in this policy) to the foundation without receiving documented adequate payment therefor, according to a written contract.

- Upon prior approval of the board of education, as noted in the minutes of the meeting at which approval is given, the technology center may provide to the foundation, space in any of the technology center’s buildings for any amount of rent (including $1) as mutually agreed upon by the technology center and the foundation.

Appropriate members of the technology center’s administrative staff are encouraged to serve as liaisons to the foundation so as to share information and ideas with the foundation to
assist the foundation to fulfill its goals as a local foundation for the benefit of the technology center.

No member of the technology center’s board of education nor any employee of the technology center, including but not limited to administrative, certified and clerical employees, shall direct the activities or functions of the foundation.

No member of the technology center’s board of education nor any employee of the technology center, including but not limited to administrative, certified and clerical employees, shall unilaterally prepare or submit grant applications to philanthropic organizations. Any grant applications which are, at the request of the foundation, prepared in whole or in part by a member of the technology center’s board of education, or an employee of the technology center shall be reviewed and, if applicable, approved, signed and submitted by an officer of the foundation.