

MANAGEMENT AND INVESTMENT OF FUNDS

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.

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.

PUBLIC GIFTS TO THE TECHNOLOGY CENTER

The board of education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the technology center under its jurisdiction. Gifts, grants or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the technology center from the board and will not cause inequitable treatment of any student(s) or student group(s).

Propositions giving funds, equipment or materials to the technology center with a “matching agreement” or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon compliance with the board’s policy of standardizing materials and equipment in the technology center. The acceptance of a gift for a particular campus, however, indicates the board’s approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a grant or a bequest to the board should contact the superintendent, who may accept the gift, thank the donor, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor’s name or business shall be considered on an individual basis by the board.

All conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer will become the property of the board of education and will comply with all state and federal laws.

ANNUAL STATISTICAL/FINANCIAL REPORTS

The board of education will make annual statistical and financial reports to the Oklahoma Department of Career and Technology Education in a timely manner. The statistical report will be made as of June 30. Each of such reports will be filed with the Oklahoma Department of Career and Technology Education as soon as information is available following the effective date of such reports.

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.

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. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies will be deposited with the office of the campus administrator. The custodian of such funds will cause the funds to be deposited daily with the central office.

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

These provisions will not apply to funds collected by student achievement programs that are sanctioned by the board of education.

FEDERAL PROGRAMS COMPLAINTS

The technology center receives federal funds and the board has established this policy to help ensure compliance with federal grant requirements. Any student, parent, community member or employee who believes the district has violated any regulation connected with the expenditure of federal funds should notify the technology center using the process outlined in the district's Grievance Policy.

Definitions

Grievance Coordinator:

The person designated to process complaints, moderate and keep records during hearings.
The grievance coordinator is:

Assistant Superintendent
Northwest Technology Center
1801 11th Street
Alva, OK 73717

Grievant:

The person making the complaint.

Respondent:

The person alleged to be responsible for the improper activity contained in the 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 shall exclude Saturdays, Sundays and school holidays.

Procedural Steps

Step 1:

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make

reasonable efforts to resolve the problem. School employees are required to participate in this process.

Step 2:

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances, but not more than thirty (30) days). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant's requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

Step 3:

If either the grievant or respondent are dissatisfied with the step 2 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 2 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will refer the matter to the superintendent (or other impartial individual if the superintendent is the respondent).

The superintendent (or other impartial individual if the superintendent is the respondent) will conduct a hearing within ten (10) days of his/her receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the superintendent (or other impartial individual if the superintendent is the respondent) 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/she deems relevant. The grievance coordinator will make arrangements to audiotape any oral evidence presented.

After the investigation, the superintendent (or other impartial individual if the superintendent is the respondent) will prepare a written decision regarding his/her findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing.

Step 4:

If either the grievant or respondent are dissatisfied with the step 3 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 3 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will notify the board of education clerk. The board will conduct a hearing within thirty (30) days of the clerk's receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the board may ask for oral and written evidence to be presented by both parties. The board clerk will make arrangements to audiotape any oral evidence presented.

After the hearing, the board clerk will prepare a written decision regarding the board's findings. The decision will be mailed to the grievant, respondent, grievance coordinator, and general counsel of the Oklahoma State Department of Education / Department of CareerTech within five (5) days of the conclusion of the appeal hearing. The board's decision may be appealed by submitting a request to OSDE / ODCTE's general counsel within thirty-five (35) days of the board hearing.

General Provisions

Extension of time:

Any time limits set by these procedures may be extended by mutual consent of the parties involved, although the total number of days from the date the complaint is filed until the board of education issues a final decision shall not exceed one hundred twenty (120) days.

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 district. 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 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.

Retaliation:

The technology center prohibits retaliation, intimidation, threats, or coercion related to any aspect of the grievance process, including but not limited to: making a complaint, testifying, assisting, appealing, or participating in any other proceeding or hearing. The technology center will take steps to prevent retaliation. These steps include notifying students and employees that they are protected from retaliation, making sure grievants 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 appropriate measures based on the facts taken as a whole, as revealed by the investigation and hearing, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

FEDERAL PROGRAMS

Audits

If the technology center expends \$750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

Employee Compensation

Regardless of the source of the funds, employees are paid pursuant to the technology center's salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

Travel and Conference Expenses

The technology center will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

Conflict of Interest / Mandatory Disclosure Regarding Contracting

The technology center will make written disclosure of any potential conflict of interest to the FAA or State Entity in accordance with the FAA's policy.

All members of the board are expected to maintain high ethical standards and use good judgment in conducting school business. Members are also required to follow the same standards of professional conduct required of all district employees. Board members specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct.

Any board member who violates this policy will be referred to the Oklahoma State Ethics Commission.

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the technology center will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member's family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member's family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

Financial Management Procedures

Internal Controls

The superintendent or superintendent's designee is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether the Awards are being expended appropriately and in compliance with relevant guidelines. The superintendent or superintendent's designee is also responsible for taking prompt action if noncompliance is discovered. The superintendent or superintendent's designee is required to take reasonable measures to safeguard protected personally identifiable and protected information.

General Recordkeeping

The technology center will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. The superintendent or superintendent's designee is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the technology center's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the technology center, when possible, to receive funds in advance from the FAA

- the technology center’s written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The technology center will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The technology center will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

The superintendent or superintendent’s designee is responsible for maintaining advance Award payments in an interest bearing account unless:

- the technology center receives less than \$120,000 in Awards per year
- the technology center would earn less than \$500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

The superintendent or superintendent’s designee is responsible for retaining up to \$500 per year of interest earned on Awards for the technology center to utilize for administrative expenses. The superintendent or superintendent’s designee is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

The superintendent or superintendent’s designee is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The technology center will appropriately insure all real property, equipment, and supplies (“Property”) acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The technology center will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The technology center will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding

(including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal participation in the project's cost, location, use and condition, disposition data (including date of disposal and sale price).

The technology center will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The technology center will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The technology center will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use.

Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

General Procurement Standards and Vendor Selection

General Standards

The technology center will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the technology center will adhere to the more stringent requirement. The superintendent or superintendent's designee is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the technology center's stated conflict of interest policy above.

The technology center will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The technology center will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the technology center will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The technology center will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the technology center will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the technology center will utilize extra oversight on the project.

The technology center will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

Procurement Methods

For procurement processes with Award funds, the technology center will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §200.326.

For all procurements using funds from an Award, the technology center will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under \$3,500 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The technology center will attempt to distribute these purchases equitably among qualified suppliers, and the technology center will not solicit competitive quotations if the technology center believes a purchase price is reasonable.
- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold (\$150,000). When utilizing this procurement method the technology center will obtain quotes from an adequate number of qualified sources.
- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the technology center will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the technology center will document the reason for the rejection.
- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the technology center will publicize the evaluation factors and their relative importance to an

adequate number of qualified sources and will consider all responses. The technology center will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the technology center.

The technology center may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The technology center will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays associated with competitive selection, the FAA or State Entity has expressly authorized this method, or solicitation from multiple sources has yielded inadequate competition.
- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the technology center:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting
- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents
- will not unnecessarily restrict bidders to a specific geographic area
- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition
- will take appropriate affirmative steps to ensure that small and minority businesses, women’s business enterprises, and labor surplus area firms (“target groups”) are included in its contracting process, including:
 - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources
 - dividing total requirements, if economically feasible, to permit maximum participation by target groups
 - establishing delivery schedules, when possible, which encourage target groups to participate

- utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)
- requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups
- ensuring the technology center and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over \$10,000, procuring solid waste management services which maximize energy and resource recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines

EMPLOYEE FUNDRAISING

The board prefers to limit fundraising and seeks to provide all necessary furniture and supplies for technology center use. This practice safeguards standardization throughout the district's programs, allows for appropriate oversight of activity funds, and ensures the technology center meets its obligations for equity in its programs.

The board also acknowledges that fundraising is a reasonable way to pay for special projects and activities. In order to ensure that fundraising efforts do not inadvertently impede the technology center's overall financial plans or create disorder within the technology center, the board will annually approve a fundraising schedule at the beginning of the school year. The board may also approve additional fundraising throughout the year as it deems appropriate.

Any employee who wishes to conduct fundraising apart from the master schedule must obtain prior approval from the board. This approval may be sought by submitting a request for board consideration to the assistant superintendent at each campus. The assistant superintendent at each campus has full discretion in determining whether to bring a fundraising request before the board.

Unless the board grants authorization, no employee may solicit donations for any purpose connected with the technology center. This prohibition includes, but is not limited to: raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, DonorsChoose.org, etc.).

Any employee who is granted authorization to engage in fundraising activities must adhere to all requirements established by the assistant superintendent of their campus. These requirements include but are not limited to identifying:

- the group or activity benefitting from the funds
- the individuals who will participate in the fundraiser, including the program involved
- the type of fundraiser, including specific products or services to be sold, auctioned, etc.
- the proposed dates for the fundraiser
- the employee who will oversee the fundraiser
- the estimated amount of revenue to be generated per unit and in total

- the procedural safeguards to be utilized to ensure the security of all funds

The assistant superintendents of the respective campuses are responsible for updating the board at each of its meetings regarding any fundraising activities apart from the board's master schedule.

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 board of education 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 without the technology center. 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 district.

"Non-employee" travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved technology center related activities. 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, unless payment is made on a per diem basis 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.

"Supporting documentation" means a memorandum to the board containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a travel claim must be attached to the memorandum.

"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. meals or per diem rate established by the board of education, if any;
8. purpose, time, location and those in attendance for meals;
9. motel and hotel expenses;
10. registration fees and meeting expenses;

11. other technology center business expenses such as telephone calls, tips, 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.

"Meals" means actual food expenses incurred while traveling outside the technology center or within the technology center if allowed by other board policies.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1. Prepare supporting documentation with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the assistant superintendent of the respective campus. The assistant superintendent or his or her designee will review the memorandum and attachments for completeness and accuracy.
3. If the encumbrance for travel has been pre-approved by the board the travel claim will be paid at the next available pay cycle. If the travel has not yet been approved by the board it will be approved at the next board meeting.
4. The office of the business manager will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

Other Issues

A request for reimbursement should be made within thirty (30) days after the vendor's invoice is issued. Notwithstanding this time limitation, 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, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

Reimbursements issued by the board are only 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.

IRS rules will apply in regard to taxable meal reimbursement in regard to non-overnight meal reimbursement.

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.

REIMBURSEMENT FOR CO-CURRICULAR ACTIVITY EXPENSES

Statement of policy

Expenses for necessary meal and lodging expenses incurred by technology center students and sponsors involved in authorized technology center-sponsored co-curricular activities should be reimbursed by the technology center.

Definitions

Terms used in this policy are defined as follows:

"Student" means any student of the technology center who is participating in an authorized technology center-sponsored co-curricular activity.

"Sponsor" mean an employee of the technology center or another person who has been authorized by the superintendent or the board of education to serve as a sponsor for an authorized technology center-sponsored co-curricular activity.

"Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized technology center-sponsored co-curricular activity with the intention of being reimbursed by the technology center.

"Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. 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.

"Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.

"Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:

1. a description of the authorized technology center-sponsored co-curricular activity;
2. date of authorization by the campus administrator
3. meals;
4. motel and hotel expenses; and
5. encumbrance to be charged for expense.

"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 sponsor or student for which reimbursement is sought and a receipt for payment has been issued.

"Meals" means actual food expenses incurred while participating in the authorized technology center-sponsored co-curricular activity.

"Authorized technology center-sponsored co-curricular activity" means participation in an event approved in advance by the administrator of the respective campus for a particular group of technology center students and their sponsor.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the designated technology center employee/official.
3. The administrator has absolute discretion to deny the request or approve it in whole or in part.
4. The technology center will issue payment for reimbursement authorized as soon as practicable following the approval.

Other Issues

A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.

Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The technology center will not issue payment for funds a student or sponsor anticipates incurring in the future.

Reimbursement for necessary meal and lodging expenses incurred by technology center students and sponsors involved in authorized technology center-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the board of education.

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 by a technology center employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

AUDITOR

The board of education will provide for and cause to be made an annual audit of the technology center for each fiscal year. The audit will include a financial audit and a compliance audit of all technology center funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the board at more frequent intervals.

A written report of the audit will be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

PROCUREMENT

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- Less than \$5,000 Shall be secured verbally or in writing. Purchase order may be approved by the superintendent or superintendent's designee.
- \$5,000 to \$25,000 Shall be obtained in written form from the supplier. Purchase order may be approved by superintendent or superintendent's designee.
- \$25,000 and over Shall be secured by sealed quotes or by formal request for proposal in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

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 busses 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

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.

DUPLICATE CHECKS

The technology center may issue a second or duplicate check in lieu of any check issued and subsequently lost or destroyed by the payee. No second or duplicate check will be issued until the technology center has stopped payment on the check by the payor bank or, in the alternative, until an affidavit explaining the circumstances regarding how the original check was lost or destroyed has been submitted to the technology center by the payee. The appropriate administrator may use his/her discretion in determining which alternative to use to preclude any technology center loss, taking into account the technology center's past relationship with the payee, the amount of the original check, and other relevant factors.

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 Northwest 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 child care account, cafeteria account, 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 identify 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. Designate a senior administrative employee to 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.

PHONE CALLS DURING CLASS TIME

The board of education recognizes that phone calls involving staff and students are occasionally necessary. However, classes must not be interrupted for routine calls. Students or staff may be called from the classroom only for urgent or emergency calls.

Personal calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks. Incoming messages will be accepted and delivered during class breaks, if time permits.

Teaching staff may use office telephones, if necessary. Long distance calls will not be made without permission from the campus director. When personal long distance calls are made, arrangements must be made to promptly reimburse the technology center for the cost.

Cell phones may be used with the instructor's approval and supervision during normal class time and break periods (the ringer must be turned off while students and/or instructors are in class).

TRANSPORTATION MANAGEMENT

The board of education recognizes that transportation is a necessary element of educational opportunity and, therefore, the board shall grant appropriations for transportation. Transportation is a privilege extended to technology center students only when necessary for the accomplishment of one of the following purposes:

1. To provide transportation for any student who is participating in a program of the technology center.
2. To allow, when practicable, the use of school buses for the transportation of students to activities and on field trips that have been approved by the superintendent.
3. To provide adequate education facilities and opportunities which otherwise would not be available.

In-district secondary students enrolled in a three-period block of instruction during the school day will be provided transportation. The technology center will contract with one or more of the local school districts to transport students to and from the technology center and/or related auxiliary activities. In the event normal bus route transportation is unavailable, the technology center may contract with parents of sending school secondary students for transportation. All vehicles shall operate under the current school laws of Oklahoma and, in the case of transportation in a private vehicle, the sending school, parents and the technology center must approve the agreement in writing.

Upon approval by the technology center assistant superintendent and the sending school principal, postsecondary students enrolled in technology center programs (including auxiliary activities) may be transported, as space is available, on established bus routes. Arrangements for postsecondary student transportation must be approved in advance through the technology center assistant superintendent's office and the sending school's principal's office.

SAFETY DRILLS AND EMERGENCY MANAGEMENT

The board of education has appointed a committee composed of the NWTC Administrators and other designated personnel for the purpose of developing and maintaining the technology center's emergency plans. A crisis plan will be developed by local officials 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:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (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 security, fire, tornado, terrorism, suicide, weapons, etc. (2 drills per year)

The superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It is the responsibility of the superintendent to ensure that the technology center work in cooperation with these other agencies during such emergencies. Campus directors are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation in the campus office, with the technology center's main administrative office, and with the Oklahoma School Security Institute

Emergency preparedness will be discussed with employees and students at least once per semester or as deemed necessary by the campus director. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Instructors will discuss these procedures with each class using the room during the first day(s) of the school year.

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 campus director.

In the case of building evacuations, all meeting 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 campus administrator 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 at the beginning of each semester.

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 e-mail, website updates and text messages

Students and patrons with information about a crime at the technology center should report that information to any a campus administrator.

Any employee who receives information about a crime is required to promptly notify the campus administrator.

DISTRIBUTION OF MATERIALS

In order to ensure student safety and the orderly operation of the technology center, non-school materials (fliers, booklets, magazines, buttons, announcements, signs, etc.) will only be distributed to district students under limited circumstances. All campuses will provide notice of the proper procedures for the distribution of materials. Permission to distribute materials is not an endorsement of the content of the materials either by the individual granting the permission or the board of education.

This policy does not apply to official technology center publications, such as yearbooks or student newspapers, and does not apply to signs posted for school events.

Authorized Groups

Authorized Groups include technology center recognized organizations and school sponsored student organizations, programs, and activities. These Authorized Groups may distribute materials to students as long as these materials are related to the Authorized Group's mission.

Other Individuals and Groups

Other Individuals and Groups (Others) may distribute materials directly to students with the superintendent's prior approval. Others may also request that the technology center distribute materials to students by contacting the superintendent. The superintendent has final authority in determining whether the materials are appropriate for distribution and the terms and conditions for the distribution. The following criteria will be used in the superintendent's consideration of the request:

- Materials which are of educational value to students should be considered for distribution;
- Materials which provide notice of a community service or event likely to be of value to students and families may be considered for distribution;
- Materials which are of a political or commercial nature will generally not be considered for distribution, unless there is a compelling reason that the material should be distributed;
- Materials which are inappropriate for the education environment will not be considered for distribution, including materials which:
 - Are obscene to minors - (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) 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 of the age to whom distribution is directed;

- Are libelous - a false and unprivileged statement about a specific individual which tends to harm the individual's reputation;
- Are vulgar, lewd or indecent - material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;
- Display or promote unlawful products or services - material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;
- Defames any group - 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 – including racial and religious epithets, “slurs,” insults and abuse;
- Disrupts school operations - material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

If distribution is approved the superintendent or his/her designee shall designate the appropriate time, method, and location of distribution of the materials.

Students

Students may distribute materials at building entrances and exits 30 minutes before the start of the school day and 30 minutes after the conclusion of the day, and in the cafeteria during typical meal periods. Students may also distribute materials at the entrances and exits of school facilities (auditoriums, etc.) when those facilities are being used for a school sponsored activity. The content of any student distributed materials must be appropriate, as outlined above.

Students may not distribute the materials in a manner which is disruptive, and may not pressure or force individuals to accept materials. Students who distribute materials are responsible for removing all discarded and leftover copies from the facilities prior to leaving the premises after distribution. Students who violate this policy shall be subject to disciplinary action in accordance with the district's policies on student behavior.

Information Tables at Open House Events

The superintendent may, but is not required, to designate an open house event up to one (1) time per semester to allow Authorized Groups and Others to set up information tables and meet with parents and students. Authorized Groups may also have additional opportunities and preferential locations for providing materials and information to parents and students. Others will not be excluded solely because of political, religious, or philosophical beliefs.

**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 at each campus in the office of the assistant superintendent.

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 assistant superintendent of the respective campus 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:

Title IX Coordinator
Northwest Technology Center
1801 11th Street
Alva, OK 73717

Or

Title IX Coordinator
Northwest Technology Center
801 Vo-Tech Drive
Fairview, OK 73737

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 a 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 e-mail when available or by individual paper copy as well as by 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 view the report on the technology center's website or may request a copy of this report from the financial aid office.

The district will maintain all statistical data on Clery Act crimes for seven (7) years.

**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 under this policy to leave the premises, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal:

The person may request 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 person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal:

The person may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no written request is received within five (5) calendar days of the person's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The board's decision 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 the premises unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

Reference: OKLA. STAT. tit. 21 § 1376

**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 child enrolled in the school and
- The person is enrolling, delivering or retrieving that child at the school during regular school hours or for school-sanctioned extracurricular 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 campus director. The person must comply with the director's instructions for the student's enrollment.

To deliver or retrieve his or her enrolled student from school during regular school hours or for a school-sanctioned extracurricular activity, the person must remain in his or her vehicle at all times unless the person has obtained prior written approval from the campus director 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 campus director. Some examples might be to review records, to attend a parent-teacher conference or to attend an IEP team meeting for the student. The campus director 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.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

The technology center has established a Fit School Advisory Committee which shall be composed of no fewer than six (6) individuals. The composition of the committee may include teachers, administrators, parents of students, health care professionals and business community representatives.

The committee at each school site shall study and make recommendations to the campus director regarding:

1. Health education;
2. Physical education and physical activity; and
3. Nutrition and health services.

Campus directors shall give consideration to the recommendations of the committee.

WORKPLACE WELLNESS

The technology center cares about the health and well-being of employees and strives to create an environment that supports and encourages healthy living. It is acknowledged that persons who are inactive, overweight, or obese have a higher risk for many serious health conditions, including diabetes, heart disease, stroke, certain types of cancer, and premature death.

The improvement of the health and wellness of employees will be promoted by creating a workplace environment that is conducive to employee wellness by providing:

1. Physical activity opportunities;
2. Healthy food and drink options in the workplace;
3. Health and wellness informational programs;
4. Health and wellness check on campus by medical staff;
5. Tobacco free environment;
6. Hosting and/or sponsoring community health events;
7. Support of employee-generated events such as weight-loss challenges, healthy eating classes, programs that promote stress-relieving activities.
8. An incentive of payment for unused sick leave days (See Unused Sick Leave policy).

Workplace wellness will be encouraged through employee involvement on committees on each campus. Membership on workplace wellness committees will be on a volunteer basis; committees will be responsible to plan and to recommend annual wellness activities to the administration.

USE OF TOBACCO PRODUCTS

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Tobacco on Campus

Smoking and the use of tobacco products in any form is prohibited on technology center property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

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

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including removal from the program for adult students or out-of-school suspension for secondary students.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her 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 district property in violation of this policy will be asked to refrain from using these products on technology center property. If the individual fails to comply with the request, his or her violation of policy may be referred to the campus director or other 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 school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

CONTAGIOUS HEALTH CONDITIONS

The technology center is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

Any student or employee who is determined to be afflicted with a contagious health condition such as head lice or bed bugs shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Students and employees who have had a fever, diarrhea or vomiting must be symptom free for 24 hours, without the use of symptom reducing medication, prior to returning to school.

Students and employees who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a physician's statement prior to returning to school.

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 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 campus director's office. The director or designee 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. A school employee may remain present during the interview of a minor student to ensure compliance with the child'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 campus director's office. The director or designee is authorized to summon the student to a private area so that the child welfare personnel may conduct a private interview. The director 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 child.

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 appropriate campus director 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.

**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
 - Social Media posts
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
- Social Media posts

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.

OKLA. STAT. tit. 25 § 2001

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 between the hours 8:00 a.m. and 4:00 p.m. in the campus administrator's office. Instructional materials may not be removed from the campus administrator's office.

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