

**NORTHWEST TECHNOLOGY CENTER  
2025-2026 POLICY MANUAL  
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### **Copyright Notice**

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## **INTRODUCTION**

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

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

Each person or office should update his or her copy of this manual as new policies are distributed.

### **PHILOSOPHY**

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

**MISSION STATEMENT**

Creating success in education, the workplace and life.

**SAFETY**

The board values technology center employees and is concerned for the safety of all employees. The board will establish, through the superintendent, healthful and safe working conditions, and insist on safe work practices and methods. Technology center employees are required to comply with all applicable regulations and laws concerning employee safety.

The superintendent is responsible for ensuring compliance with all applicable health and safety regulations, including establishing necessary procedures and positions to carry out this compliance.

## **CODE OF ETHICS**

We believe that the following statements are the core components of the ethical foundation for the Oklahoma CareerTech System – a system that helps prepare Oklahomans to succeed in the workplace, in education, and in life. To this end, we subscribe to the following statements as standards for the Northwest Technology Center Code of Ethics.

I (will):

1. Focus on the success of students and clients as the fundamental value upon which all decisions are made.
  - Provide a safe, supportive environment to include up-to-date facilities, equipment, instructional materials, and methods, as well as other appropriate student services to enhance the educational experiences and enable all students to achieve their full potential for success.
  - Ensure that all instructors are appropriately qualified to provide a high level of instruction to enable students to obtain realistic training and education for successful career and work place readiness.
2. Acknowledge that the system is accountable to the taxpayers and patrons of the local district and the State of Oklahoma.

The district will compile and make available an annual report or profile that identifies the standards by which the district measures program success. A copy of this report will also be published on the district website. The annual report or profile may measure standards such as teacher qualifications, cost per program, economic impact of programs and services, completion rates, sending school secondary service rate, positive placement of completers, percentage of completers who attain a state or national licensure or certification, etc.
3. Understand that the role of the board of education is to set policy and direction for the school district, and the role of the administration and staff is to implement the policies of the board in a fair and consistent manner.
  - The district will maintain and enforce an up-to-date manual of policies and procedures.
  - The district will utilize a strategic planning process that will include, at a minimum, the following components: core values and beliefs, vision statement, mission statement, and strategic goals.

- Adoption of policies not in conformity with the administrator's recommendations or beliefs is not just cause for refusal by the administration to support and implement those policies.
  - Administration must be impartial in the execution of the school policies and the enforcement of rules and regulations. It is a breach of ethics to give preferential consideration to any individual or group because of special status or position in the school system or the community.
4. Not use position or influence for any personal gain; and will avoid actions that create a conflict of interest and strive to avoid actions that might appear to create a conflict of interest.
- The term "conflict of interest" describes any circumstance that could cast doubt on a person's ability to act with total objectivity with regard to the district's interest. Conflicts of interest are prohibited.
  - It is improper for a board member or school administrator to profit financially from interest in any business which publishes, manufactures, sells, or in any way deals in goods or services which are, or may be expected to be, purchased by the school system they serve.
  - It is a breach of public trust for a board member or administrator to use confidential information concerning school affairs (such as the knowledge of the selection of specific school sites) for personal profit or to divulge such information to others who might profit.
  - Although it is impossible to list all potential conflict of interest situations, the following examples represent situations where a conflict of interest could arise:
    - A direct or indirect financial interest in any business or organization that is a district vendor or competitor, if the employee or board of education member can influence decisions with respect to the district's business.
    - Use of any district asset for the employee's personal business advantage (examples of such assets include not only equipment, tools, and supplies, but also valuable ideas, technical data, and other confidential information).
  - Relationships, including business, financial, personal, and family may give rise to conflicts of interest or the appearance of a conflict. Employees should carefully evaluate relationships as they relate to district business to avoid conflict or the appearance of a conflict.
5. Fulfill professional responsibilities with honesty and integrity.
- The board of education, superintendent, administration, faculty, and staff will fulfill their duties and responsibilities with honesty and

integrity and improve their professional effectiveness through continuing professional development.

- Board members will be diligent and well informed of issues surrounding board decisions and regularly attend board meetings.

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

- Board members will uphold the oath of office.
- Professional development will be held annually for board members, superintendent, administration, faculty, and staff to learn about new laws.

7. Encourage effective communication between the board, the students, the staff, and all elements of the community.

A communication plan will be developed to address internal and external audiences.

8. Improve professional effectiveness through continuing professional development.

In addition to meeting the minimum requirements for continuing education mandated by state law, board members, administration and staff have a professional obligation to attend conferences, seminars, and other learning activities that hold promise of contributing to their professional growth and development.

**RELATIONSHIP WITH THE  
NORTHWEST TECHNOLOGY CENTER EDUCATION FOUNDATION, INC.  
("FOUNDATION")**

Northwest Technology Center ("Northwest Tech"), recognizing the importance of the Foundation, as well as the financial benefits which it, as a "local foundation" provides to Northwest Tech, and further recognizing the distinct separateness of the Foundation as an entity separate and distinct from Northwest Tech, sets forth the following policy with respect to the interrelationship between the Foundation and Northwest Tech.

Pursuant to the provisions of applicable Oklahoma law,

- No employee of Northwest Tech shall serve as a voting member of the Foundation's Board of Directors.
- Employees of Northwest Tech may serve in an ex officio capacity on the Foundation's Board of Directors, if requested to do so by the Foundation, provided that (i) the total number of ex officio members of the Foundation's Board of Directors shall be less than the number of the voting members of the Foundation's Board of Directors, and (ii) no ex officio member of the Foundation's Board of Directors, nor any employee of Northwest Tech, shall receive any compensation from the Foundation for services.
- Members of the Northwest Tech's Board of Education may serve, at the request of the Foundation, on the Foundation's Board of Directors provided that such Board of Education members shall not at any time constitute a majority of the members of the Foundation's Board of Directors, nor shall any such individuals be compensated by the Foundation.
- No member of Northwest Tech's Board of Education nor any employee of Northwest Tech shall perform services for the Foundation unless such services are pursuant to a written contract between the Foundation and Northwest Tech and the Foundation makes adequate payment or reimbursement to Northwest Tech for the services so rendered.
- Northwest Tech shall not provide items of value (other than office space as set forth in this policy) to the Foundation without receiving documented adequate payment therefor, according to a written contract.
- Upon prior approval of the Board of Education, as noted in the minutes of the meeting at which approval is given, Northwest Tech may provide to the Foundation, space in any of Northwest Tech's buildings for any amount of rent (including \$1) as mutually agreed upon by Northwest Tech and the Foundation.

Appropriate members of Northwest Tech's administrative staff are encouraged to serve as liaisons to the Foundation so as to share information and ideas with the Foundation to assist the Foundation to fulfill its goals as a local foundation for the benefit of Northwest Tech.

No member of Northwest Tech's Board of Education nor any employee of Northwest Tech, including but not limited to administrative, certified and clerical employees shall direct the activities or functions of the Foundation.

No member of Northwest Tech's Board of Education nor any employee of Northwest Tech, including but not limited to administrative, certified and clerical employees, shall direct the activities or functions of the Foundation, nor unilaterally prepare or submit grant applications to philanthropic organizations. Any grant applications which are, at the request of the Foundation, prepared in whole or in part by a member of Northwest Tech's Board of Education, or an employee of Northwest Tech shall be reviewed and, if applicable, approved, signed and submitted by an officer of the Foundation.