

**NORTHWEST TECHNOLOGY CENTER  
2025-2026 POLICY MANUAL  
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**ATTENDANCE/ACTIVITIES**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the technology center also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### **CLASSROOM VISITATION**

In order to provide students with a reasonable opportunity to study and learn, it is the policy of the board of education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other technology center facility must obtain permission from the superintendent or campus director's office. Visitors on technology center property without permission may be asked to leave the premises.

The superintendent shall establish appropriate procedures to provide for a safe environment for students, staff members and patrons. Such procedures will include posting notices at the entrances to the technology center building. The notices will require visitors to report to the building administration's office before visiting any classroom or other facility.

Building administrators are authorized discretion in permitting visitation.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom or the campus in any manner will be required to leave the technology center grounds.

## **UNITED STATES COPYRIGHT LAW**

The technology center does not condone, and will not allow, violations of the United States copyright laws. Employee are expected to ensure that their actions comply with copyright law and to impress upon students the importance of compliance with copyright law.

### Ownership of Copyrighted Works

Copyright protection applies to original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated. Examples of copyrighted works include books, pictures, drawings, sound recordings, motion pictures, television shows, sheet music and scripts. In general, the copyright protections that apply to printed materials also apply to visual and digital formats.

### Exclusive Rights of Copyright Holders

Subject to certain specific exceptions, the owner of a copyright to a work has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display.

### Exceptions to Exclusive Rights

The following exceptions may authorize the use of a copyright work without violating the exclusive rights of the copyright holder. Employees that reproduce, distribute, perform or display copyrighted works are responsible for ensuring that their planned use of a copyrighted work falls under one or more of the exceptions set forth below.

#### A. Fair Use

The “fair use” of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining whether a given use of a copyrighted work is considered fair use:

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

The United States Copyright Office has published a regulatory guidance document entitled “Reproduction of Copyrighted Works by Educators,” also known as “Circular 21,” which sets forth a series of “safe harbor” rules providing that certain specific uses of copyrighted

works are considered fair use. Circular 21 is available at the Copyright Office's website (<https://www.copyright.gov/circs/>). Employees should familiarize themselves with these rules and, to the extent doing so is feasible, use copyrighted works in ways that are consistent with the safe harbor requirements.

#### B. Face-to-Face Teaching Activities

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

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the person responsible for the performance/display knew or had reason to know was not lawfully made.

#### C. Electronic Transmission During Distance Learning Class Sessions

A further exception applies to the performance or display of a copyrighted work as a regular part of a class session conducted via distance learning if the following conditions are met:

1. The copyrighted material is directly related to and of material assistance to the teaching content of the class.
2. The amount of material provided is comparable to that typically displayed in a live classroom session. A performance of an entire nondramatic literary or musical work may also satisfy this requirement.
3. Students are provided with notice that materials distributed in the course may be subject to copyright protection.
4. The transmission of copyrighted material is limited to students enrolled in the class to the extent technologically feasible,
5. Copyrighted works are made available to students for a limited duration no longer than the class session. Students may not be permitted to retain a permanent copy of the material or to further disseminate it.
6. The instructor does not interfere with technological measures used by copyright owners to prevent unauthorized retention/dissemination of copyrighted works.
7. The technology center provides appropriate informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright.

This exception does not apply to the conversion of print or other analog versions of works into digital formats unless: (1) no digital version of the work is available, or (2) the digital version employs technological protection measures that prevent its use.

This exception does not apply to the performance/display of a copy of a motion picture or other audiovisual work that the instructor knew or had reason to know was not lawfully made.

#### D. Public Domain

Works that are in the public domain are no longer under copyright protection or do not meet the requirements for copyright protection.

#### Use of Copyrighted Works with Permission

In order to obtain authorization to make use of a copyrighted work in a way that is not permitted by one or more of the exceptions detailed above, technology center employees may also seek to obtain permission for such use from the copyright holder.

A request for permission should include detailed information about the nature of the permission sought, including (1) a specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.), (2) the type of duplication and number of copies, and (3) plans for usage and distribution of copies and the frequency of use. Any permission received from a copyright owner for use of a work must be in writing.

#### Copyright Infringement

Unless an exception applies or appropriate permission has been obtained from the copyright holder, engaging in the reproduction, distribution, performance, or display of a copyrighted work constitutes unlawful copyright infringement, which may carry civil and/or criminal penalties.

Employees who engage in copyright infringement do so at their own risk, and assume all liabilities and responsibilities associated with such conduct, and may be subject to disciplinary action.

Reference: 17 U.S.C. §§ 102, 106, 107, 110, 112, 201, and 501.

**CONSTITUTION DAY AND CITIZENSHIP DAY**

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The technology center shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the district in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447.

**VETERANS DAY**

It shall be the policy of the district that “Veterans Day,” November 11<sup>th</sup>, will be observed with an appropriate ceremony/activity.

In any year in which the date of November 11<sup>th</sup> is a Saturday or Sunday or classes are not in regular session, the district shall observe the previous school day as “Veterans Day.”

**VOLUNTARY PRAYER**

The Oklahoma State Board of Education has directed that every school district permit those students and teachers wishing to do so to participate in voluntary prayer. This policy is adopted to comply with that directive.

It is the technology center's policy that students and teachers may engage in voluntary prayer, including at graduation ceremonies. However, technology center employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine.

Any student or teacher who has not been permitted to participate in voluntary prayer should notify the relevant campus director of the violation of this policy. The technology center will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

Reference: OKLA. STAT. tit. 70, § 11-101.1  
O.A.C. 210: 35-3-251

**OBSERVATION OF MINUTE OF SILENCE**

The Oklahoma Legislature has directed the board to ensure the technology center observes approximately one minute of silence each day. This policy is adopted to comply with that directive.

Each campus director is hereby directed to designate approximately one minute of each day for the observation of a minute of silence. At the beginning of each semester, the director or his or her designee will give teachers direction as to how the minute of silence is to be observed. The minute of silence shall be for the purpose of allowing each student and teacher, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students and teachers in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the minute of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the minute of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reports of violations must be submitted by the complaining party to the campus director where the violation occurred. The center will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy.

Reference: 70 OKLA. STAT. §11-101.2  
O.A.C. 210: 35-3-252

## **CLASSROOM DECORATION**

It is the policy of the Board of Education that all classrooms located on Technology Center premises be decorated in a manner which benefits students by enriching their learning environment and reinforcing the content of the Technology Center's curriculum and educational mission.

All classrooms located on Technology Center premises are the sole property of the Technology Center, and the Technology Center has the right to regulate the decoration of classrooms to ensure they are decorated in a way which is consistent with its curriculum, educational mission, and applicable law. Teachers have no right to use their classroom decorations as a forum for personal, non-job-related speech activities.

### Teachers Required to Decorate Classrooms

Every teacher in the Technology Center is required to decorate his or her classroom each school year consistent with the requirements of this policy. A teacher's selection and placement of decorations in his or her classroom are considered to be part of the teacher's official job duties.

### Requirements for Classroom Decorations

The following requirements shall apply to decorations in all classrooms in the Technology Center:

1. Purely functional and/or ornamental classroom decorations (e.g., furniture, lamps, curtains, rugs, storage bins, etc.) shall be neat and tidy, shall not be cluttered or distracting, and shall not create any form of safety hazard.
2. Classroom decorations containing written or symbolic messages must be relevant to the curriculum which is taught in that classroom and/or the educational mission of the Technology Center.

For purposes of this policy, the Technology Center's "educational mission" is to ensure that all students are provided the educational opportunity to acquire the necessary knowledge and skills to be competent, productive members of a global society. Determination of whether a particular message is relevant to the Technology Center's educational mission lies within the discretion of the campus director and superintendent consistent with the provisions of this policy.

The following is an illustrative, non-exhaustive list of decorations which would be considered related to curriculum and/or the educational mission of the Technology Center:

- a. Decorations directly related to the curriculum which is taught in the classroom.
  - b. Visual aids for curriculum.
  - c. Displays of student work.
  - d. Seasonal decorations (*e.g.*, decorations depicting falling leaves in autumn, a snowman in winter, flowers in spring, etc.).
  - e. Grade-level-appropriate excerpts or portions of the documents, writings, speeches, proclamations, or records relating to the history, heritage, or foundation of the United States or the State of Oklahoma listed in OKLA. STAT. tit. 70, § 24-106.1(B) (*e.g.*, the United States Constitution, the Pledge of Allegiance, etc.).
  - f. Decorations expressing messages which are otherwise relevant to the Technology Center's educational mission.
3. Classroom decorations must be appropriate to the age/grade level of students.
  4. Classroom decorations shall be consistent with the Technology Center's nondiscrimination policies and shall not contain content prohibited from inclusion in curriculum or instructional materials pursuant to OKLA. STAT. tit. 70, § 24-157 or other applicable law (*e.g.*, classroom decorations may not contain content which is discriminatory on the basis of sex/gender, teach that an individual bears responsibility for actions committed in the past by other members of the same race, etc.).
  5. Classroom decorations shall not express personal opinions, beliefs, or other messages on behalf of a teacher regarding subjects which are not relevant to the curriculum taught in the teacher's classroom or the educational mission of the Technology Center.

#### Directive to Remove

If the campus director determines that a classroom decoration does not comply with this policy, the campus director shall direct the teacher to remove the non-compliant decoration, and the teacher shall be required to do so as soon as practicable, subject to the appeals process outlined below.

#### Appeals

A teacher aggrieved by a campus director's decision that a classroom decoration violates this policy shall have a right to submit an administrative appeal of that decision to the superintendent. Such an appeal shall be submitted in writing within ten (10) days of the campus director's decision.

The superintendent shall have ten (10) days to render a decision on the appeal. Until a decision is rendered, the classroom decoration(s) involved in the appeal shall not be displayed by the teacher. The superintendent's decision shall be in writing, and a copy shall

be provided to both the teacher and campus director. The decision of the superintendent shall be final.

#### Non-Compliance

Failure to comply with an administrative directive regarding a classroom decoration which violates this policy or the superintendent's decision on an appeal from such a directive by a teacher may lead to disciplinary action consistent with Technology Center policies and applicable law.

References: OKLA. STAT. tit. 70, § 24-106.1  
OKLA. STAT. tit. 70, § 24-157