

1. Board of Education

1.1 Composition of the Board.

The governing body of the Red River Technology Center District is the Board of Education (sometimes called the "Board" in this policy statement) consisting of five members. The term of office of each member is for five years and shall commence on the first regular, special, or emergency school board meeting after the date of the annual school election and after the member has been certified as elected. The terms of the members shall begin in the following years and every fifth year thereafter:

Office 1	2011
Office 2	2007
Office 3	2008
Office 4	2009
Office 5	2010

1.1.1 Election.

Members of the Board of Education shall be elected by the school district electors at an election conducted by the County Election Board on the second Tuesday in February of each year. Candidates for the Board of Education shall file Declarations of Candidacy with the Secretary of the County Election Board of Stephens County, Oklahoma, the county wherein supervision of this district is located. The time for filing Declarations of Candidacy shall begin on the first Monday in December and run through the following Wednesday.

1.1.2 Educational Workshops

(a) Candidates for Election.

At the time of filing a Declaration of Candidacy, each candidate shall agree and pledge in writing that upon election or appointment as a member of the board of education, such member will comply with state statutes pertaining to Board Member Eligibility.

(b) Board Members.

In addition to the requirements contained in 1.1.2(a), every member of the Board shall attend a minimum of fifteen hours of continuing education during any full term of office of the member. Provided, this requirement shall apply only to school board members filing for election subsequent to July 1, 1991. If a member does not comply with state statutes the Board of Education shall declare the seat of such member vacant as required by Oklahoma statutes.

1.1.3 Vacancies.

Vacancy in any office on the Board shall be filled by appointment by the remaining members of the Board. Persons appointed to fill vacancies in the first half of term of office will serve only until the next succeeding election; those appointed to fill vacancies after the first half of the term shall serve for the balance of the term at which time the office they hold shall be placed on the ballot. If the Board has not appointed someone to fill the vacancy within sixty days of the date the Board declared the seat vacant, the Board will call a special election to fill the vacancy of the unexpired term.

1.2 Officers of the Board.

1.2.1 Designation and Selection. At the first regular meeting of the Board after the annual school election, it shall elect from its own membership a President and Vice President, each of whom shall serve for a term of one year and until a successor is elected and qualified. The Board shall also elect a clerk, and if desired a deputy clerk, either of whom may be one of the members of the Board and each of whom shall hold office at the pleasure of the Board. If the Board clerk is not one of the members of the Board, the Board clerk may also be employed as the encumbrance clerk and minute clerk, provided, that no Superintendent, Assistant Superintendent, Principal, Treasurer or Assistant Treasurer, instructor or teacher in the school district may be elected to serve as clerk or deputy clerk nor as encumbrance clerk or minute clerk. No Board member shall serve as encumbrance clerk or minute clerk. In addition, the Board may appoint or elect a Treasurer, attorney and auditor to serve at the pleasure of the Board.

1.2.2 Duties of Board Officers.

- (a) President. It shall be the duty of the President to preside over all meetings of the Board, to appoint all committees when called upon to do so by the Board, and to sign all warrants ordered to be drawn upon the school treasury for school money.
- (b) Vice-President It shall be the duty of the Vice-President to perform all duties of the President in case of the absence or disability of the President.
- (c) Clerk. It shall be the duty of the Clerk to notify all members, or cause them to be notified, of all meetings of the Board, countersign all warrants drawn upon the treasury by the board and perform such other duties as the Board may require.
- (d) Encumbrance Clerk and Minute Clerk. The same employee of the district may be employed as Encumbrance Clerk and Minute Clerk. The Encumbrance Clerk shall keep the books and documents of the school district and perform such other duties as the Board may require. The Minute Clerk shall keep an accurate journal of the proceedings of the Board and cause the minutes to be kept on file in the administrative offices of the district. Before entering upon the discharge of their duties, the Encumbrance Clerk and Minute Clerk shall each give a bond in the sum of not less than \$1,000.00 with sufficient sureties approved by the Board conditioned for the faithful performance of their duties. If both functions are performed by the same person, only one bond in the sum of not less than \$1,000.00 shall be required.
- (e) Treasurer. The Treasurer shall give bond in an amount to be determined by the Board, shall arrange for and manage the funds of the district in designated school depositories, in accordance with Board direction and policy. The Treasurer shall not pay out funds in his or her care except upon warrants signed by the president and Clerk or Deputy Clerk of the Board. The Treasurer, at least monthly, shall submit a report of the conditions of the finances of the district to the Board. The Board shall annually approve a resolution authorizing the investment of school funds by the treasurer.
- (f) Attorney. The Attorney shall give legal advice to the Board when called upon to do so, and shall submit opinions in writing as and when requested to do so.
- (g) Auditor. The Auditor, who shall be an approved school auditor and bonded, shall make an annual school audit of all accounts, including activity funds, and shall make such other audits and reports as may be required or requested by the Board. The term and compensation of the auditor shall be as established by the Board.

1.3 Meetings of the Board of Education

Any member of this Board of Education who is related to an employee of the district within the second degree of consanguinity or affinity shall not attend or participate in any regular or executive session held to consider any personnel matter or litigation relating to said employee. However, the member may vote on contract renewals as a group if the vote is necessary to form a quorum of the board. If more than one member is related to an employee, the minimum number of those necessary to form a quorum shall be allowed to vote. The member(s) being allowed to vote will be determined by a coin toss. This prohibition on nepotism shall not apply to a board member voting on the employment of either (1) a substitute teacher, or (2) a temporary substitute support employee to whom the board member is related within the second degree of consanguinity or affinity.

Also, a board member shall not have any direct financial interest in a contract with the district, nor shall he/she directly furnish any labor, equipment or supplies to the district. In the event a board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnished goods or services to the district, the board member shall declare this interest and refrain from debating or voting upon the question or contracting with the company. However, the board may purchase supplies or materials from or contract with businesses employing a board member or spouse of the member if the individual does not have more than a 5% ownership interest in the business. This policy is designed to prevent placing a board member in a position in which his/her interest in the district and his/her place of employment might conflict and to avoid appearances of conflict of interest that may or may not exist.

(Oklahoma Statutes 70 O.S. 5-113.1, 70 O.S. 5-124, 62 O.S. 371 – Section 639 School Laws of Oklahoma)

1.3.1 Regular

Regular meetings of the Board will normally be held on the first Tuesday of each month, or if such a day be a legal holiday, on a day designated by the Board. In all cases, notice of board meetings will be posted at the Superintendent's office and a schedule of board meetings will be delivered to the Stephens County Clerk's office in December of each year.

1.3.2 Special Meetings

Special meetings may be called at any time by the President of the Board, or by joint action of any two members, or by the Superintendent.

1.3.3 Emergency

Situations involving injury to persons or injury and damage to district property which cannot be addressed at a regular or special meeting may be addressed in an emergency meeting.

1.3.4 Notice of Meetings

Notice of all meetings of the Board shall be preceded by public notice given to the County Clerk of Stephens County, Oklahoma. In addition, at least twenty-four hours prior to such meetings the Superintendent shall post, or cause to be posted, a public notice setting forth the date, time, place and agenda for the meeting which shall be displayed in prominent public view on the school premises. In the event a special meeting is called, it shall not be held without public notice being given at least forty-eight hours prior to the meeting, which notice of the date, time and place shall be given in writing, in person or by telephonic means to the County Clerk of Stephens County, Oklahoma, and written notice of the date, time and place of the meeting shall be mailed or delivered to each person and media organization that has filed a written request for notice with

the clerk of the Board. In addition, twenty-four hours before the special meeting the Superintendent shall display, or cause to be displayed, public notice of the meeting, setting forth the date, time, place and agenda for the meeting which notice shall be posted in prominent public view at the principal office of the school. In the event of an emergency, an emergency meeting may be held without public notice, but the person calling an emergency meeting shall give as much advance public notice as is reasonably possible under the circumstances in person, or by telephone or electronic means. The written minutes of an emergency meeting shall state the nature of the emergency, the proceedings occurring at the meeting and the reasons for declaring an emergency.

1.3.5 Place of Meetings.

Unless otherwise specified, all meetings of the Board will be held in the Board Room of the school building. Persons seeking to address the Board are requested to give advance notice to the Superintendent so the Superintendent may properly place the person and item on the meeting agenda. All meetings of the Board are open to the public, but the Board may go into Executive Session under circumstances permitted by the "Oklahoma Open Meeting Act", provided any vote or action taken on the matter addressed in Executive Session must be taken in public meeting with the vote of each member publicly cast and recorded.

1.3.6 Quorum.

Three members of the Board shall constitute a quorum for the transaction of business. A vote of the majority of the members present shall be sufficient to pass any motion, except as limited by Section 130 of Title 61 of the Oklahoma Statutes pertaining to emergency expenditures of funds.

1.3.7 Minutes.

A complete and accurate record of the proceedings of the open session of Board meetings shall be kept at the school premises and available for public inspection in accordance with the laws of the State of Oklahoma. In the event of an emergency meeting, the minutes of such meeting shall also state the nature of the emergency and the reasons for declaring an emergency.

1.3.8 Transacting Business.

The Board can transact business legally binding upon the district only when the Board is in open session with a quorum present with its proceedings and vote of each member recorded in the minutes of the meeting.

1.3.9 Video Conference Meetings.

The Board may conduct video conference meetings only under circumstances where each Board member is visible to each other and the public through a video monitor, but no fewer than three members will be present in person at the site of the meeting; the public notice posted in advance of the meeting will indicate that the meeting will be conducted via video conference; each site and room where members of the Board are present for a meeting by video conference shall be open and accessible to the public and the public shall be allowed into the site and room and the public shall be allowed to participate or have input at the video conference site to the same extent as at the site of the regular meeting; PROVIDED HOWEVER an Executive Session shall never be conducted by video conference.

1.4 Employment of Superintendent.

Annually, at the January meeting the Board shall employ a qualified administrator as Superintendent of the school district. The Superintendent shall act as executive officer of the Board and have authority to conduct the affairs of the school, execute all policies and regulations

established and adopted by the Board and offer advice and assistance to the Board in forming such policies.

1.5 Retention and Delegation of Authority.

Under the statutes of the State of Oklahoma, the authority of the Board is all inclusive as to the operation of the affairs of the school district. However, the Board recognizes that it is imperative for the day to day administrative personnel of the district to have authority to serve the students and patrons of the school district. The Board, therefore, retains full veto authority over all acts and omissions of any of its officers or employees, but authorizes and empowers the Superintendent, in accordance with state and federal laws and regulations and Board policy, to administer the district's educational obligation with the Superintendent to keep the Board fully informed of all actions undertaken. The authority delegated by the Board to the Superintendent may be re-delegated by the Superintendent to other employees, but in all instances, the Superintendent will be held accountable and responsible to the Board; PROVIDED HOWEVER such delegation and authority to or by the Superintendent will in no way restrict or diminish the authority and responsibility assigned to Board by State law or regulations, and the approval of the hiring, firing and the making of contracts shall be done solely by the Board.

1.6 Complaint Resolution.

The Board recognizes that it is both elected by and responsible to the citizens of the school district. However, to provide a procedure for the uniform handling of concerns, complaints, questions or issues submitted by teachers, parents, patrons or students, and in recognition that most of such concerns can best be addressed by the Superintendent, the Board directs that neither it as a whole, nor any individual member of the Board, will entertain or consider communications or complaints from teachers, parents, patrons or students until they have first been referred to the Superintendent. Only where satisfactory resolution cannot be accomplished by the Superintendent and his assistants, shall the communication, concern, issue or complaint be referred to the entire Board. After hearing the information submitted by the Superintendent, if mandated by law or if the Board, in its discretion, deems it advisable, the Board will grant a hearing to the interested parties. If it is permissible under the Oklahoma Open Meeting Act, the hearing will be conducted in Executive Session.

1.7 Open Records Policy.

The Board recognizes that it is a public body and directs the Superintendent to establish an Open Records Policy in compliance with the "Oklahoma Open Records Act", which policy shall exclude, to the extent required by law, those matters mandated to be held confidential by the Oklahoma Library Code, the Personnel Records provision of the Oklahoma Open Records Act, the Federal Family Educational Rights and Privacy Act of 1974, and laws dealing with the Transfer of Confidential Student Information to Other Agencies.

1.8 Program Development and Evaluations.

1.8.1 Curriculum Review. To the extent applicable to area career technology school districts, the Superintendent shall submit to the Board annually a review of the district's curriculum to determine whether students are receiving adequate skill instruction in reading, writing, English, the use of numbers, science and citizenship, and following acceptance by the Board, such review shall be presented to the State Board of Education. This review may be limited to full-time programs, and may be the description of content found in the student handbook.

1.8.2 Gifted and Talented. To the extent that the state law requires this district to provide gifted child educational programs, the Superintendent is authorized to cause this district to join in a cooperative program with the independent school districts comprising this area career technology school district. The Board recognizes that the focus of the legislative mandate to provide special

educational programs for gifted children is primarily directed at non-vocational courses of instruction, and therefore will not directly provide gifted child educational programs as part of this school's curriculum.

1.8.3 Testing. The Board hereby directs the Superintendent, to the extent applicable to a technology center district, to prepare a policy and procedure to annually provide information to students, parents and the public about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act.

1.9 Four Year Plans

1.9.1 Comprehensive Local Education Plan

The Board hereby directs the Superintendent to develop a Comprehensive Local Education Plan to submit to the State Board. This four-year plan shall be reviewed and updated annually. The plan will include Capital Improvement Plan, School Improvement Plan and Staff Development Plan.

1.10 Affirmative Action.

The Board hereby directs the Superintendent to establish an Affirmative Action Plan to assure equal employment and educational opportunity to select, place, train and promote the best qualified individuals based upon relevant factors such as education, work quality, attitude and experience in compliance with all state and federal laws without regard to such non-work related factors as race, color, religion/creed, gender, national origin, age, disability, citizenship, marital status, or status as a veteran.

1.10.1 Harassment, Intimidation, Bullying, and Hazing. The Board believes that employees and students of the District have a right to be free from harassment, intimidation, bullying, and hazing at this school. Employees must be free to carry out duties in an environment which treats them with respect and is not allowed to be fraught with hostility. Students must be free to pursue career goals in an atmosphere that respects his/her choice of occupations and is conducive to learning. The Board believes that employees and students alike deserve an environment that allows them to achieve their maximum potential.

In order to meet these goals, and to comply with the provisions of Title VI and VII of the Civil Rights Acts of 1964 as amended, and Title IX of the Education Amendments of 1972, as amended, the Board hereby directs the Superintendent to establish administrative regulations to assure that both employees and students are free from harassment in this District.

1.11 Administrative Policies and Regulation.

The Board hereby authorizes and empowers the Superintendent to prepare and publish Administrative Policies and Administrative Regulations to carry out Board policy, subject to review by the Board.

1.12 Records Retention.

It shall be the policy of Red River Technology Center to allow proper disposal of records over seven years old with the following exceptions: (1) Board Minutes; (2) Student Records (enrollment, attendance – student registers, performance, grades – grade books, program completion); (3) Veterans Records; (4) Right to Know Tests/Records; (5) Asbestos Records; (6) MSDS Records; (7) Exposure to Chemicals Records/Reports; (8) Employee Leave Records; (9) Personnel Files; (10) Teacher Evaluations; (11) Any other record(s) specifically identified by Superintendent as necessary to keep on file. Proper disposal shall be by securely taping all

boxes of records to be destroyed, bagging these boxes, and sending them to a landfill used by the trash service with whom the school contracts, or through a re-cycling vendor.

2. Personnel

2.1 Employment of Personnel

2.1.1 General

The Superintendent shall be responsible for recommending employment of all employees to the Board. The Board realizes that it is unlawful for any person to be employed or put under contract if that person is related to a member of the board within the second degree of blood or marriage, except for substitute teachers or temporary substitute support employees, who may be related within the second degree to a board member. The Board will not employ or enter into a written contract with any teacher, except as is provided by Oklahoma School Law. The Superintendent is directed to prepare a policy to provide for a national criminal history check on any applicant or employee which policy shall permit employment for not to exceed sixty working days (which excludes Saturdays, Sundays, and national or Oklahoma holidays) pending receipt of the national criminal history.

2.1.2 Evaluation

The Board hereby directs the Superintendent to establish, maintain, and annually review a written policy of evaluation for all teachers and administrators (except for the Superintendent who shall be evaluated by the Board), which policy shall comply in all respects with Oklahoma School Law.

2.1.3 Re-employment Decisions

Board decisions on the employment of personnel shall be made in compliance with Oklahoma School Law and according to the following schedule: Superintendent – January meeting, all other administrative personnel – February meeting, classroom teachers and all other personnel not later than the May meeting.

2.1.4 Affirmative Action Plan

The provisions of the Affirmative Action Plan will be observed and followed as it pertains to employment opportunities at Red River Technology Center.

2.1.5 Substitute Teachers

Substitute teachers will be selected by the Superintendent, and the Superintendent is directed to prepare an administrative policy setting forth the procedures and requirements for employment, payment and contracting with substitute teachers, which policy and procedures shall be subject to review by the Board.

2.2 Dismissal, Non-Renewal and Suspension of Classroom Teachers

Teachers may be dismissed, non-renewed or suspended from contract teaching service on the recommendation of the Superintendent, but only after final action of the Board. The provisions of the "Teacher Due Process Act of 1990," as amended by HB 1380, shall be complied with in all such situations. The Superintendent is directed to distribute the standards, any amendments to such standards and any standards adopted by this Board to supplement standards of the State Board to each teacher in accordance with state law.

2.3 Termination and Discipline of Support Personnel

The Board, as mandated by state law, adopts the policy that no support employee who has been employed by the district for more than one year shall be subject to suspension, demotion or termination except for cause. Full due process rights shall be afforded to all support personnel in the event of suspension, demotion or termination. Subject to review by the Board, the Superintendent shall issue administrative regulations, which shall comply with state law, to carry this policy into effect.

2.4 Reduction in Staff

In the event it becomes necessary for a reduction in personnel because of diminished resources or decline in enrollment, the primary consideration will be the preservation of the best possible educational program for the students of the district.

2.4.1 Reduction in Certified Staff

As used in this policy certified staff means persons occupying positions for which a valid teaching or administrator's certificate, issued by the State Department of Education, is required. The Board will attempt to reduce certified staff first by normal attrition. In the event that further staff reductions are necessary the Board will apply the following criteria (which criteria are not listed in any order of priority) to determine which individual certified staff members will be dismissed:

1. Elimination of funding for individual programs
2. Number of students served by individual programs
3. Type of certification
4. Qualifications based on educational and skill background
5. Tenure status
6. Academic degree status
7. Additional course credits beyond highest earned degree
8. Recommendations of administrative staff

The Board will provide written notice of non-renewal of contract to each employee who may possibly be affected by a reduction of certified staff, according to the methods prescribed by Oklahoma School Law.

2.4.2 Reduction in Non-Certified Staff

As used in this policy non-certified staff means persons occupying positions for which a valid teaching or administrator's certificate, issued by the State Department of Education, is not required. The Board will attempt to reduce non-certified staff first by normal attrition. In the event that further non-certified staff reductions are necessary, the Board will apply the following criteria (which criteria are not listed in any order of priority) to determine which individual non-certified staff members will be dismissed:

1. Qualifications based on educational and skill background
2. Total years of experience in present position
3. Funding of individual position
4. Recommendations of administrative staff

The Board will give a two week written notice to any non-certified staff member dismissed as a result of the implementation of Red River Technology Center District's reduction in force policy.

2.5 Salaries and Benefits

The Board hereby directs the Superintendent to establish a salary schedule for all certified and non-certified personnel on an annual basis. All full time classroom teachers shall be paid within the minimum and maximum limits established, except that extra pay may be allowed for added responsibilities. Red River Technology Center District will adhere to the rules and regulations of the Oklahoma State Teachers Retirement System. All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis. The Superintendent is directed to prepare and submit to the Board (for their information) Administrative Regulations pertaining to fringe benefits including insurance and annuity programs for employees of the district.

2.5.1 Retention Incentive Program

The Board of Education authorizes establishing a retention incentive program for employees of the district. The program will permit a full-time employee with seven years continuous employment, and upon attaining the age of 62 years, to officially retire and continue to receive, at district expense, the same health and dental care benefits other full-time employed personnel receive. These incentive benefits would commence immediately upon official retirement and continue through the month in which the individual turns 65.

2.6 Expense Reimbursement

Expenses may be reimbursed for school related expenses which have been approved by the Superintendent, in accordance with Administrative Regulations the Superintendent is directed to develop in compliance with the laws of the State of Oklahoma.

2.7 Staff Development Plan

The Board hereby directs the Superintendent to establish a Staff Development Plan for certified teachers and administrators employed by the district. The program shall be based upon statutory requirements and recommendations from the Staff Development Committee. The committee will include classroom teachers, administrators and parents of the district. A majority of the members of the committee shall be classroom teachers. The plan will be presented to the board annually for approval.

2.8 Employee Records

The Board hereby directs the Superintendent to establish and maintain employee records in a manner in compliance with the "Oklahoma Records Act", Oklahoma School Law and other state and federal laws and regulations.

2.9 Leave Policy

The Board hereby directs the Superintendent to establish a personnel leave policy which shall comply with the provisions and requirements of Oklahoma School Law.

2.10 Duties of Employees

2.10.1 Superintendent

The Superintendent is the chief executive officer of the Board and it is the responsibility of the Superintendent to carry out the adopted policies for the Board and delegate such details as the Superintendent deems necessary to other employees of the school district. The Superintendent will be responsible for the entire operation for the school system, and will assign specific positions and duties to all certified employees. Administrative duties, curriculum development, guidance, testing, counseling and other responsibilities will be delegated at the discretion of the Superintendent. The Superintendent is responsible for the public relations program of the district. It is the duty of the Superintendent to keep the Board informed on the general school program and outlook. The Superintendent will be reimbursed for all school related expenses incurred in the performance of the duties of Superintendent, including attendance at national and regional educational conferences. The Superintendent shall prepare an annual budget and present it to the Board for approval. The Superintendent shall prepare a school calendar for the school year and present it to the Board for approval. The Superintendent shall be responsible for the care and repair of the buildings, grounds and equipment of the district, insofar as funds permit. The Superintendent will present to the Board all employee related matters which require Board action or knowledge and is the liaison between the employees of the district and the Board. The Superintendent will establish Administrative Regulations and will determine all aspects of school operation that are not specifically addressed by Board policies.

2.10.2 Other Employees

All other district employees shall be under the general direction of the Superintendent and immediately responsible to the Superintendent or other supervisory or administrative staff as designated by the Superintendent. The duties of all other employees of the district will be determined by the Superintendent, subject to approval by the board on an annual basis.

2.11 Resignations

All resignations must be sent through certified mail, whether resignation is due to retirement or other reasons. Forms for certified mail are available in the superintendent's secretary's office.

All resignations are accepted and official at the time they are received in the Superintendent's office.

2.12 Drug and Alcohol Testing

The Board directs the Superintendent to issue administrative regulations concerning drug and/or alcohol testing of employees upon a random basis or when reasonable suspicion of substance use is encountered. Further, the Superintendent is directed to issue administrative regulations pertaining to mandatory drug or alcohol testing of any employee who has sustained an injury while at work if the injury may result in a worker's compensation claim."

3. STUDENTS

3.1 Student Activities and Attendance

As established by the policy adopted by the State Board of Education, generally, high school students must have reached at least the junior year in order to attend Red River Technology Center as full time students. ("Full time students" means those attending three hours a day, five days per week.) When approved by the State Board of Education, sophomore students may attend as full time students in certain instances. In compliance with Oklahoma's regulations regarding attendance/activities, Red River Technology Center District will employ the policy of each sending high school for their respective students, and will cooperate with the sending school by providing necessary information for adherence to the local policy. The minimum age for out-of-school youths in full time programs shall be sixteen years, and there shall be no enrollment maximum age limit. The minimum age requirements do not preclude the enrollment of students sixteen years of age or less in classes or activities specifically designed to involve such students. It is the responsibility of all teachers and administrators to stress the importance of regular attendance and punctuality to all students in the district.

3.2 Student Conduct

The Board hereby directs the Superintendent to establish Administrative Regulations concerning student offenses and rule enforcement, and to prescribe general rules of conduct concerning day to day activities, to specifically include student conduct, student dress code, smoking on school grounds, leaving school premises, vehicle operation, possession of electronic paging devices, cellular phones, locker searches, student discipline and a written policy for each classroom teacher to follow in the event a student appears to be under the influence of non-intoxicating beverages, alcoholic beverages or a controlled and dangerous substance.

3.3 Enrollment

The Board hereby directs the Superintendent to develop and submit to the Board enrollment policies for the school district, which policies shall comply with the Affirmative Action Plan as it pertains to educational opportunities at this school district, and shall establish policies, procedures and priorities in regards to:

1. secondary enrollment;
2. post secondary/adult, day class enrollment;
3. part time adult evening enrollment;
4. tuition;
5. withdrawal procedures;
6. minimum and maximum enrollment guidelines for each program; and
7. school calendar.

3.4 Student Records

The Board hereby directs the Superintendent to establish and maintain a policy dealing with access to student records which will comply with the requirements of state and federal law and include compliance with the Transfer of Confidential Student Information Among Other Agencies, the Oklahoma Library Code, Family Educational Rights and Privacy Act of 1974 and other applicable laws.

3.5 Student Financial Assistance

The Board hereby directs the Superintendent to establish financial aid policies and procedures and financial assistance circular which shall be made available to all non-secondary students.

4. BUILDINGS AND EQUIPMENT

4.1 Building Use and Protection

All buildings and equipment of this school district are provided primarily for school use. Any other group or organization's request for use of school buildings or equipment will be secondary to this primary purpose. The responsibility for the maintenance, upkeep and neatness of the school facilities shall be a joint responsibility of administration, students, and the custodial and maintenance staff as directed by the Superintendent.

4.1.1 Regulations of Use of Facilities

The Superintendent is directed to develop Administrative Regulations pertaining to the use of the school building and facilities by clubs and organizations for purposes of general public interest, provide for liability for damages to district property and may require a reasonable charge to cover the cost of such use, all of which shall be subject to Board approval. The Board authorizes the Superintendent to make classrooms and other school facilities available for adult evening classes.

4.1.2 Insurance

The Board directs the Superintendent to secure adequate building and contents insurance for the school district.

4.2 Equipment Use

School equipment is the responsibility of the teachers, custodians, administrators or any outside group to whom it is assigned. No shop, classroom or laboratory equipment belonging to Red River Technology Center District may be taken from the premises except upon signed permission granted in writing by the Superintendent. The Superintendent shall cause a physical inventory of all equipment to be taken annually.

4.3 Construction Bidding Procedures

Unless otherwise provided by law, all public construction contracts exceeding Fifty Thousand Dollars (50,000.00) shall be let and awarded to the lowest responsible bidder, by open competitive bidding after solicitation for sealed bids, in accordance with the provisions of the Public Competitive Bidding Act of 1974. No work shall be commenced until a written contract is executed and all required bonds and insurance have been provided by the contractor to the awarding public agency.

The provisions of this subsection shall apply to public construction for minor maintenance or minor repair work to public school district property. Other construction contracts for less than Twenty-five Thousand Dollars (\$25,000.00) may be negotiated with a qualified contractor. Construction contracts equal to or greater than Twenty-five Thousand Dollars (\$25,000.00) but less than Fifty Thousand Dollars (\$50,000.00) shall be let and awarded to the lowest responsible bidder by receipt of written bids. No work shall be commenced on any construction contract until a written contract is executed and proof of insurance has been provided by the contractor to the awarding public agency.

4.4 Safety

4.4.1 First Aid

The Board hereby directs the Superintendent to establish policies and procedures on administering first aid to students and staff.

4.4.2 Communicable Diseases

The Board directs the Superintendent to prepare Administrative Regulations for the protection of students and staff from communicable diseases being transmitted by other students or staff members on the school premises.

4.4.3 Drug Free School and Workplace

The Board directs the Superintendent to issue Administrative Regulations to assure that the Red River Technology Center District complies with applicable laws and regulations pertaining to drug free workplaces and drug free schools.

4.4.4 Prevention of Body-Secretions Transmitted Diseases

The Board directs the Superintendent to issue Administrative Regulations setting forth guidelines for the prevention of diseases transmitted by body secretions.

4.4.5 Student Right to Know about Criminal Activities Occurring on Campus

The Superintendent will be responsible for developing procedures and assigning staff to maintain compliance with the Clery Act (student right to know about criminal activities occurring on campus).

4.4.6 Safe School/Healthy and Fit Kids

The Board hereby directs the superintendent to establish a Safe School/Healthy and Fit Kids committee.

4.4.7 Reporting of Child Abuse/Neglect

Teachers are required to report suspicion of child abuse and/or neglect of a younger child. RRTC instructors should report acts of abuse and/or neglect to the Department of Human Services by telephone (1-800-522-3511). In addition, they are to report the act(s) of abuse and/or neglect to their immediate supervisor.

5. TRANSPORTATION

5.1 Student Transportation

Red River Technology Center District is responsible to provide transportation for secondary students residing within this district from their home high schools within the district to the Red River Technology Center campus and back. The Board will discharge this responsibility through contractual arrangements with local school districts or by purchase or lease and operation of district owned buses.

5.2 Transportation Regulations

The Board hereby directs the Superintendent to establish a school transportation system and schedule which is efficient, safe, serves the needs of the students, and is in compliance with Oklahoma School Law and the regulations of the Oklahoma Department of CareerTech Education, and to prepare Administrative Regulations that set forth the qualifications for drivers, the procedure for requests and approval of the use of district owned transportation for field trips and the use of privately owned automobiles for transportation of students.

5.3 Employee Travel

The use of any school owned vehicle for employee travel shall be under the direction of the Superintendent. If it is necessary for an employee to drive his/her own automobile on approved business relating to the school and if approved by the Superintendent, RRTC shall reimburse the employee at a rate consistent with the cost allowed by the Internal Revenue Service for mileage. If there is an overnight stay reimbursement will be made for actual food and lodging, upon presentation of signed receipts, but only if total travel allowances are not available from any other source. Lodging will be reimbursed at a rate not greater than the single occupancy rate. Other school related expenses incurred, such as registration, will also be reimbursed upon presentation of signed proof of payment.

6. Finances

6.1 Responsibilities

The Board is responsible for safeguarding the expenditures of public funds and assuring that all funds expended are on proper authority, in proper amounts and for proper purposes as provided by law and by order and direction of the Board.

6.2 Purchasing Procedures

The Board hereby directs the Superintendent to establish Administrative Regulations providing for adequate business procedures and controls governing the purchase or confirmation of purchase and delivery of goods and services by the Red River Technology Center District. Such procedures shall include the designation of authorized persons to purchase goods or services for the district and the method of determining the school employee receiving delivery of each purchase. Except as otherwise provided the Superintendent shall be the purchasing agent for the district. Payments in excess of ten percent of the purchase order will not be made without the specific approval of the superintendent.

6.3 Control of Funds

The Board shall exercise complete control over all funds on hand or hereafter received or collected from any and all sources. The Board shall cause an annual audit to be made of all funds, including the general fund, building fund, special funds and student activity funds.

6.4 Budget

The Superintendent shall present to the Board in August of each year a financial statement showing the true fiscal condition of the school district as of the close of the fiscal year just ended on the preceding June 30, and an itemized statement of estimated needs and probable income from sources other than ad valorem tax for the current fiscal year will be presented to the Board in September.

6.5 Activity Fund Custodian

The Superintendent shall recommend appointment by the Board of an Activity Fund Custodian who shall take charge and control, under the direction of the Superintendent, of the district's activity funds.

6.6 Treasurer

In addition to the responsibilities and duties of the Treasurer specified in 1.2.2 (e), the Treasurer shall keep general accounts showing all of the receipts, appropriations and expenditures of the district. A duplicate set of these records will be kept in the Superintendent's office. The records will be open for public inspection and any interested elector of the school district may examine the financial records of the school at any regular meeting of the Board.

6.7. Lost Warrants/Checks

It is the policy of Red River Technology Center Technology Center that should the business office receive a report that an issued warrant/check has been lost or destroyed or has not been received, a duplicate may be issued. The District will not issue a duplicate warrant check until such time as the District has stopped payment on the initial document or the District has received an affidavit from the payee as to the facts concerning the loss or destruction of the original document.

It shall be the responsibility of the person re-issuing the warrant/check to implement one of the following:

1. Notify the proper financial institution and stop payment on the warrant/check; or
2. Secure an affidavit which complies with legal reference 70 O.S. SS5-189.

6.8 Live Work

(This policy is as written by Oklahoma Department of Career and Technology Education with two changes. The addition by RRTC is underlined. The change in the second paragraph was from the word Superintendents to Superintendent.)

Live work is work performed by students in a laboratory, classroom, shop, or in a field setting under written contract and under the direction of the program instructor. The process by which all live work projects will be approved should be outlined in the live work policy. Live work projects should be chosen on the basis of merit in relation to the instructional objectives of the individual program as well as the determined value of the project to allow students to achieve a desired level of competency.

Live work projects may be undertaken for any individual or organization residing within the technology center district. RRTC Superintendent(s), Deputy Superintendents, Assistant Superintendents, local board members, Principal(s), Adult Coordinator(s), and persons residing in their immediate households shall be ineligible from utilizing live work services. These projects are not to replace other learning activities, nor to compete with other organizations within the district, but are to complement the program learning activities. These projects will allow students to experience situations not easily duplicated in a lab or classroom, and at little or no cost to the school.

Documentation for each live work project will be maintained by the technology center and will contain pre-numbered live work tickets, authorization signatures, signature of the project owner, estimated amount, amount paid or deposited, scope of the work, estimated completion date, and record of all materials and parts purchased. Live work accounts shall be paid in full upon the completion of the project. Purchase orders from public schools and government organizations will be treated as cash.

The list of live work projects may be reviewed at any time by the ODCTE audit/review staff or others as designated by the State Director of Career and Technology Education. All records of live work projects will be maintained by the technology center for at least 3 fiscal years following the most recent technology center financial audit

6.9 Regulations

The Superintendent is hereby directed by the Board to establish Administrative Regulations consistent with this policy and state law to implement the School Finance Policy within the laws of the State of Oklahoma.

Upon adoption of these Board policies, the specific policies set forth herein shall supersede all existing policies and all previously adopted Board policies are repealed. Policies, procedures and Administrative Regulations which the Board has delegated to the Superintendent to prepare shall, upon presentation and approval by the Board, supersede and repeal the policies, procedures and Administrative Regulations now in place.

RED RIVER TECHNOLOGY CENTER

POLICIES

Red River Technology Center
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Updated September, 2011

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Red River Technology Center Code of Ethics

Board members and employees will abide by the following Code of Ethics:

- I. Focus on the success of students and clients as the fundamental value upon which all decisions are made.**
- II. Acknowledge that the System is accountable to the taxpayers and patrons of the local district and the State of Oklahoma.**
- III. 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.**
- IV. 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.**
- V. Fulfill professional responsibilities with honesty and integrity.**
- VI. Support the Constitutions of the State of Oklahoma and the United States of America and obey all federal, state, and local laws.**
- VII. Encourage effective communication between the Board, the students, the staff, and all elements of the community.**
- VIII. Improve professional effectiveness through continuing professional development.**