

BOARD OF EDUCATION

ADMINISTRATIVE REGULATIONS

These Administrative Regulations are authorized by Section 1.11 of the Red River Technology Center (sometimes called "RRTC" in these regulations) Board of Education Policies to carry out Board Policy, and will be issued for each school year. A copy will be distributed to each full-time employee.

1. RECORDS AND PLANNING

1.1 Open Records Policy

Authority: Board Policy 1.7.

Red River Technology Center's Open Records Policy

1.1.1 Persons Authorized to Release Information

The administration of RRTC designates and authorizes the following employees to release information in compliance with all limitations and restrictions of this policy: Superintendent, Principal, and Adult Career & Development Director.

1.1.2 Procedure

Requests for information will be received during regular business hours, Monday through Friday, from 8:00 a.m. until 4:00 p.m., except during holiday and school vacation periods. A charge of twenty-five cents (\$.25) per page copied will be charged to recover direct copying costs. This fee will be posted in the main office. No search fee will be charged. Requested information which is not in current files will be provided on a "pick-up" basis, within a time frame that is consistent with the amount of information requested and the search time required.

1.1.3 Confidential Information

The following information is confidential and will not be released:

A. Individual student records:

Nothing from the individual student's file may be released except as authorized, in writing, by the student and/or parent/guardian for specific purposes and to specified recipients.

B. Teacher's lesson plans, tests, teaching materials, grade books, personal evaluation instruments and memos, and other communications that concern individual students.

C. Individual employee records:

Nothing from employee files (except as noted under materials which may be released), employee evaluations and payroll deduction information.

D. Employment applications of any person NOT employed.

1.1.4 Information Subject to Release

The following information may be released:

- A. Statistical information "not identified with a particular student." This would include enrollment numbers of the school, individual program, local high schools, and any other classification of enrollment and/or completion/performance information.
- B. Directory information when this information is kept.
- C. Employment applications of any person who IS employed.
- D. Gross receipt of public funds paid to an individual employee.
- E. Dates of employment of an individual employee.
- F. Title and position of an individual employee.
- G. Final disciplinary action taken against an individual employee.

1.2 Comprehensive Local Education Plan (CLEP)

Authority: Board Policy 1.9.

The following individuals have been designated to serve on RRTC's CLEP Committee:

<u>Name</u>	<u>Date Appointed</u>	<u>Expiration Date</u>
Dennis Loafman	August 11, 2011	May 31, 2012
Fonda Smith	August 11, 2011	May 31, 2012
Diane Gray	August 11, 2011	May 31, 2012
Monica McCarley	August 11, 2011	May 31, 2012
Jeff Martin	August 11, 2011	May 31, 2012
Sylvia Loveday	August 11, 2011	May 31, 2012
Letitia Weast	August 11, 2011	May 31, 2012
Deena Dellinger	August 11, 2011	May 31, 2012
Don Deal	August 11, 2011	May 31, 2012

Copies of RRTC's CLEP plan are on file in the main office, and are available for checkout and/or inspection during regular school hours. This plan will be reviewed and revised on an annual basis, in compliance with Oklahoma School Law.

2. EQUALITY OF OPPORTUNITY

Authority: Board Policy 2.1.4.

2.1 Affirmative Action Plan

The Affirmative Action Plan, which begins below, will be the guideline used by RRTC to insure equal opportunities in employment and education, and to deter any form of discrimination on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran. This plan will be reviewed and/or revised annually to determine if it is effectively meeting the needs of all who are addressed. Copies will be distributed.

2.2 The Affirmative Action Policy

The official policy of the Red River Technology Center concerning Equal Employment and Educational Opportunity is as follows:

Red River Technology Center shall not discriminate, neither in favor of nor against, any person on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran, in any of its practices, policies or procedures with respect to:

- A. The recruitment, admission, education and placement of students.
- B. The availability of student loans, grants, scholarships and job opportunities.
- C. The recruitment, employment and promotion of academic and nonacademic personnel.
- D. Student and faculty activity connected with the school.

The Affirmative Action Plan serves to supplement the Oklahoma Department of Career and Technology Education's policy on equal opportunity, as it pertains to educational enrollment and employment in the Red River Technology Center. The plan will be revised from time to time to address the current requirements for affirmative action in employment and education.

2.2.1 Objectives

The principal objectives of this Affirmative Action Plan are as follows:

- A. To assure all persons equal opportunity for education, employment and advancement in employment regardless of race, color, national origin, gender, age, religion, disability or status as a veteran.
- B. To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments, as a federal contractor, under proper Executive Orders.
- C. To take positive actions in the recruitment, placement, development and advancement of women, disabled persons and racial minority members in employment and education.
- D. To comply in full with provisions of Title IX of the educational Amendments of 1972 which

prohibits gender discrimination in Federally assisted education programs.

- E. To comply in full with the provisions of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §§701 et seq.) and Americans with Disabilities Act (42 U.S.C. §§12101 et seq.) which prohibit discrimination on the basis of disability.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

2.2.2 Implementation

To implement this policy, the affirmative action program shall include the following:

A. To Assure Equal Opportunity in Recruiting

1. Qualified applicants for educational enrollment or employment at RRTC shall be sought without regard to race, color, national origin, gender, age, religion, disability or status as a veteran.
2. Notices provided by state or local human rights agencies, the U.S. Equal Employment Opportunity Commission informing applicants and employees of their equal employment rights, shall be posted in the offices where prospective employees are interviewed, public access areas and employee lounges of RRTC.
3. All RRTC application forms shall bear the following legend: The Red River Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Drug Free Workplace.
4. When employment vacancies occur, the position will be posted and advertised. Temporary positions may be filled without published or posted notices/advertisements.
5. RRTC shall maintain continuing contacts with minority, women's and human rights organizations that are likely to refer qualified minority-group, disabled or female applicants. All sources of recruitment shall be informed that RRTC encourages the referral of minority-group, disabled and female applicants.
6. RRTC employees shall be encouraged to refer qualified minority-group, disabled and female applicants for educational enrollment and employment.

B. To Assure Nondiscrimination in Selection and Hiring

1. All qualified applicants for educational enrollment and employment at RRTC shall be considered without regard to race, color, national origin, gender, age, religion, disability or status as a veteran.
2. Selection and hiring for part-time, summer and apprenticeship positions at RRTC shall be on a nondiscriminatory basis.
3. No pre-enrollment or pre-employment test or selection criterion or technique that

would have the effect of discriminating against any class of qualified applicants shall be used.

- (a) Tests and selection criteria shall be administered only in compliance with the "Guidelines on Employment Selection Procedures" of the U.S. Equal Employment Opportunity Commission.
 - (b) Academic or technical degrees shall be required when necessary for the job to be filled; however, equivalent experience may be determined acceptable when possible.
4. Applications for employment will be available at the superintendent's office or on request by phone, and will be accepted at any time.
 5. RRTC includes within subparagraph (a) above qualified individuals with disabilities. A person who has a physical or mental impairment that substantially limits one or more of the major life activities, has a record of such impairment, or is regarded as having such an impairment is considered an individual with a disability, but if such individual meets the skill, experience, education and other job-related requirements of the position and can perform its essential functions with or without reasonable accommodation RRTC will not discriminate against such person in making employment decisions. Reasonable accommodation as used in the preceding sentence includes any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an Equal Employment Opportunity. Under the ADA, reasonable accommodation must be provided only for the KNOWN physical or mental disabilities of a qualified applicant, and reasonable accommodation is not required if it would impose an undue hardship on RRTC. If a qualified disabled individual asks for accommodation, and if paying for the accommodation would cause an undue hardship on RRTC, RRTC will offer the individual the opportunity to pay the portion of the costs that constitutes an undue hardship for RRTC to put the accommodation in place.
 6. No information will be sought from any applicant for employment at RRTC prior to offering employment about the applicant's disabilities, illnesses, hospitalizations, use of medication or other health information; the history of any worker's compensation claims, and if a person has a known disability, RRTC will not inquire as to how the person would perform the essential functions of the job unless all applicants are required to describe how they would perform the essential functions or a known disability of the applicant would appear to either interfere with or prevent the performance of an essential function. In such event the applicant will be asked to describe how the applicant would perform the task. If an employment position is conditionally offered to an applicant, RRTC will request a medical examination ONLY if a medical examination is requested for all similarly situated candidates and RRTC will not refuse to hire someone if a medical examination reveals a disability unknown prior to the conditional offer of employment, unless the disability renders the individual unable to perform the essential functions of the job even with whatever reasonable accommodation could be made without hardship.

C. To Assure Nondiscrimination in Placement and Promotion

1. Placement and promotion decisions shall be based on individual ability, experience

and performance and employees shall be considered for positions without discrimination on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran.

2. Under the ADA, if a qualified individual with a disability is an employee of the district reasonable accommodation for such employee will be made on an ongoing basis. If the job changes or the disability changes, modifications or adjustments will be made unless the change would render the individual unqualified for the job or unless the accommodation would impose an undue hardship on RRTC.

D. To Assure Nondiscrimination in Other Areas of Employment

1. All rates of pay shall be established, and all employee fringe benefit programs and practices shall be administered, without discrimination because of race, color, national origin, gender, age, religion, disability or status as a veteran.
2. When overtime opportunities arise, they shall be made available to qualified employees on a non-discriminatory basis.
3. The programs, services and facilities of RRTC shall be made available to employees on a nondiscriminatory basis.

E. To Assure Effective Implementation

1. All administrators of RRTC shall work actively toward the effective implementation of this Equal Employment and Education Opportunity Policy, and solicit the assistance and cooperation of all employees in carrying out the policy.
2. The Superintendent shall designate management officials who shall be the Equal Opportunity and Compliance designees of RRTC. The Equal Opportunity and Compliance Officers shall have the following responsibilities:
 - (a) Maintain continuing liaison with sources which are likely to refer qualified minority-group, disabled and female applicants for employment and educational enrollment at RRTC.
 - (b) To bring to the attention of appropriate station officials, minority-group individuals, disabled individuals, and women for educational enrollment or as candidates for employment or promotion, as vacancies occur.
 - (c) To review this Policy with RRTC personnel who make hiring or promotion decisions, and with all new officials and managers.
 - (d) To review on a continuing basis all instructional programs and job areas and levels in which there is little or no minority-group, disabled or female representation, to assure that there are no barriers to genuine equal employment and education opportunity.
 - (e) To periodically review the employment and enrollment practices of RRTC in the light of this policy, and to recommend revisions as appropriate to assure a continuing program of equal employment and education opportunity.

- (f) To consult periodically with representative employees and students concerning this Policy and its effectiveness.
 - (g) To receive and take action on any complaint from an employee, student or applicant who believes he or she has been subjected to discrimination in violation of this policy.
 - (h) To report to the Superintendent concerning the effectiveness of this policy in attaining its ends with recommendations for any appropriate revisions or additional action that may be needed to assure equal employment and education opportunity.
3. Any person who believes that he or she has been the subject of some discrimination at RRTC is encouraged to follow the "Grievance Procedure under Title IX, Title VI", and under The Rehabilitation Act of 1973 (as applicable also to ADA.)
 4. Copies of this Equal Employment Opportunity Policy shall be distributed to all employees of RRTC.

F. Harassment., Intimidation, Bullying and Hazing

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities without intervention. The district specifically prohibits threatening behavior, harassment, intimidation and bullying or hazing by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, bullying or hazing at school.

This policy will be included in the student handbook that is distributed to each student each year.

1. Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear or harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal, or physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe

indicates potential for future harm to students, school personnel, or school property.

2. Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

- (a) The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district: Harassment, Intimidation, and Bullying. The previous prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.
- (b) Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so the school officials may know about them investigate them and take any actions deemed appropriate.
- (c) Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
 - (1) The alleged incident shall be documented in writing by the principal.
 - (2) The investigation shall be made in a timely fashion.
 - (3) At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
 - (4) Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.
- (d) When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
 - (1) Sanctions and various options for control and discipline of students which may be considered and/or implemented are set forth in the school's disciplinary policy.
 - (2) In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
 - (3) Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary

policy.

- (e) At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

3. Hazing

It is the policy of Red River Technology Center School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purpose of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

2.3 Disabled Persons

2.3.1 General

A. Requirements

The provisions of Section 504 of the United States Rehabilitation Act of 1973 and the ADA apply to all school districts receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Education, generally:

1. Prohibit discrimination against qualified disabled persons in all aspects of school district employment solely on the basis of disability;
2. Require that facilities, programs and activities of a school district be accessible, usable and open to qualified disabled persons;
3. Require that a free appropriate public education at the elementary and secondary levels is provided each qualified disabled person, including nonacademic and extracurricular services and activities;
4. Prohibit exclusion of any qualified disabled person solely on the basis of disability from participation in any adult education or vocational program or activity offered by a school district; and
5. Require that each qualified disabled person be provided the same health, welfare or other social services as a school district provides other persons.

This Board of Education is of the general view that discrimination against a qualified disabled person solely on the basis of disability is unfair.

B. Compliance

To the extent reasonably possible, qualified disabled persons should be in the mainstream of life in a school community. Accordingly, employees of this school district are required by this policy to comply with the provisions of:

1. This policy as in the case of any rule or regulation adopted by the Board of Education of this school district; and
2. Section 504 of the United States Rehabilitation Act of 1973 and the regulations promulgated thereunder by the United States Department of Education, as Part 84, Title 45, U.S. Code, as such regulations are applicable to this school district; and
3. The Americans with Disabilities Act.

2.3.2 Definitions

For purposes of interpreting this policy, the following definitions are summarized:

- A. "Disability" means a person with any one of the following three:
1. A physical or mental impairment that substantially limits one or more of the persons major life activities.
 2. A person having a record of such an impairment.
 3. A person regarded as having such an impairment.
- B. "Qualified individuals with disabilities" are persons with a disability who meet the skill, experience, education and other job-related requirements of the position and who are able to perform the essential functions of the position with or without reasonable accommodation.
- C. "Free appropriate public education" is an educational program or activity operated by the school district that is designed to meet individual educational needs of qualified disabled persons as adequately as the needs of non-disabled persons are met by the school district:
1. Is conducted in the regular school environment, as programs and activities for non-disabled persons are, unless the school district can demonstrate that education of the qualified disabled person in the regular school environment with the use of supplemental aids and services cannot be achieved satisfactorily;
 2. Includes provisions for testing and evaluation of qualified disabled persons under validated standards and procedures that accurately reflect aptitude or achievement level; and
 3. Operates in conjunction with a system of procedural safeguards to ensure proper placement of each qualified disabled person.

- D. "Reasonable accommodation" is a modification or adjustment to a job, the work environment or the way things usually are done that will enable a qualified individual with a disability to enjoy an equal employment opportunity.

2.3.3 Application to Specific School District Programs and Activities

The prohibitions or requirements of this policy on discrimination against qualified disabled persons solely on the basis of disability applies to the following school district programs conducted by this school district:

A. Employment

1. No qualified disabled person shall, on the basis of disability be subjected to discrimination and the school district shall not limit, segregate or classify any qualified applicants for employment or any employee in any way that adversely affects their opportunities or status because of disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The school district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or employee unless it is clear that an accommodation would impose an undue hardship on the operation of a school district program. Such reasonable accommodations may include:
 - (a) Making facilities used by employees readily accessible to and by disabled persons;
 - (b) Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the school district, factors to be considered include the nature and cost of the accommodation; provided, however, that the school district may not deny any employment opportunity to a qualified disabled employee or applicant solely on the basis of the need to make reasonable accommodation, and RRTC will offer an affected individual the opportunity to pay the part of the costs that constitutes an undue hardship.
3. The district shall not make use of any employment test or criteria that screens out disabled persons unless:
 - (a) The test or criteria is clearly and specifically job-related; and
 - (b) Alternative tests or criteria that do not screen out disabled persons are not available.
4. While the school district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job related functions. Further, RRTC may request a medical examination as a condition to a job offer if such condition is included in all job offers for similarly situated candidates.

B. Facilities

1. No qualified disabled person shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination in any RRTC program on the basis that RRTC facilities are inaccessible to or unusable by disabled persons.
2. As to existing facilities, RRTC shall conduct its programs or activities so that, when viewed in their entirety, they are readily accessible to disabled persons. While RRTC is not required to make every facility accessible to disabled persons, careful planning shall be done so that disabled persons may participate in all programs or activities. Toward that end, if structural changes are necessary, RRTC shall immediately develop a transition plan setting forth the changes deemed necessary. This transition plan shall be developed with the advice and counsel of disabled persons and shall be posted for public inspection at the Board of Education offices. As to new or altered facilities, RRTC shall design and construct facilities that are readily accessible to, and useable by, disabled persons. Such work shall be in conformance with pertinent standards published by the American National Standards Institute and applicable State Law.
3. RRTC will make reasonable accommodation to enable a qualified individual with disability to enjoy an equal opportunity employment through modification or adjustment to a job, an employment practice or the work environment. However, if a qualified applicant has a disability that is unknown to RRTC personnel and the applicant/employee wants an accommodation, such accommodation must specifically be requested by the applicant/employee. If the need for accommodation is not obvious, RRTC may request documentation, in the form of an expert's opinion, such as a physician, physical therapist, etc.
4. In addition to the modifications set forth in paragraph 2, RRTC considers as reasonable accommodations: brighter lighting for someone with a visual impairment; acquisition or modification of equipment or devices, providing qualified readers or interpreters, but an accommodation may be considered an undue hardship if it would be unduly costly, extensive, substantial, disruptive or would fundamentally alter the nature or operation of the function within the school.

C. Educational Program

1. RRTC shall formulate evaluation procedures for the best placement of disabled persons in educational programs. To the maximum extent possible, such placement shall be in the regular educational environment. Such procedures also shall require periodic re-evaluations and a process for appeal by which a disabled

person or his/her parents can have placement they object to review by the Superintendent.

2. Any nonacademic, extracurricular services, activities of RRTC shall be made available to disabled students, including, but not limited to, counseling, health services, clubs and recreation. Nonacademic and extracurricular services shall be offered to disabled students on an equal opportunity basis with other students.
3. Qualified disabled persons shall not be excluded on the basis of disability from adult education programs or activities. Such programs and activities shall take into account the needs of qualified disabled persons.

D. Health, Welfare and Social Services

1. Any programs of health, welfare and social services for students and employees offered by the school district shall be provided to qualified disabled persons on a nondiscriminatory basis.

E. Coordinators

The persons designated to coordinate this facility's efforts to assure nondiscrimination as stated in this policy are Dennis Loafman and Lisa Williams.

2.4 Grievance Procedure Under Title IX, Title VI and Section 504

Red River Area Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Vocational Rehabilitation Act of 1973, title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) of 1990 and other federal laws and regulations, and does not discriminate on the basis of race, color, creed, national origin, gender, age, religion, disability, marital status, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. Red River Technology Center is a drug free workplace.

If any individual feels that discrimination because of sex, handicap, race, color, religion, national origin or age exists, that individual should follow this procedure:

- A. Contact the instructor immediately and seek to solve the problem. If this fails:
- B. Grievant shall file a written complaint with the Coordinator of Title IX and/or Title VI within 10 school days.
- C. Coordinator will institute investigation.
- D. The Coordinator will conclude the investigation within 10 school days of the filing of the complaint and will report the results in writing to the Grievant. If the Grievant is satisfied, the complaint shall be dismissed, if not:
- E. The Grievant may request a hearing. Said hearings are to occur within 20 school days of the request.
- F. The Grievant shall appoint one member of the hearing committee, the coordinator or a designated representative will serve on said committee and those two will appoint a person who will serve as Chairman, all to be employees of Red River Technology Center, District V-19.
- G. After the hearing has been conducted, at which time all parties may be represented by legal counsel, the Committee will file its report with the Superintendent of the Institution within ten (10) school days and said Superintendent will then implement the report or

provide the Grievant reasons in writing why all or any portion of the report will not be implemented.

- H. If the Grievant continues to be dissatisfied, the decision may be appealed to the Board of Education of the Institution at which time, within thirty (30) days, the report will be reviewed and the Board shall issue its order either affirming, overruling or modifying said report. If the Grievant continues to be dissatisfied, the Grievant is to provide notice to the Superintendent of said institution and the complete record is to be forwarded to the U.S. Department of Education if it concerns Title IX or the Equal Opportunity Commission if it concerns Title VI, at which time, all parties may file a brief with said Department, stating their respective positions.

2.5 Nondiscrimination Statement

The Red River Technology Center does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. Drug Free Workplace.

2.6 Responsibility for Implementation

The Superintendent, as the chief executive officer of the Board of Education, has assigned the responsibility of implementing the Affirmative Action Compliance Policy for Title VI, Title IX, Section 504 and the ADA to the following persons as Equal Employment and Title IX Coordinators are listed below.

Dennis Loafman, principal
Red River Technology Center
580-255-2903 Extension 226
dloafman@rrtc.edu

Lisa Williams, A&CD Coordinator
Red River Technology Center
580-255-2903 Extension 225
lgwilliams@rrtc.edu

3. PERSONNEL

3.1 Employment of Personnel

Authority: Board Policy 2.1.

3.1.1 General.

A. National Criminal History Record Check

The Superintendent is authorized to request in writing to the State Board of Education that a national criminal history record check be conducted of any employee of the school and shall request such information for any person seeking employment with the school. The criminal history record check shall be a national criminal history record check entailing the fingerprinting of the individual and submission of the fingerprints to the FBI.

B. Compliance with Affirmative Action Plan

All provisions of RRTC's affirmative action plan that pertain to recruitment and hiring of employees will be followed and the employment practices of the district shall be to attract and retain the services of well qualified and competent employees.

C. Employment Applications and Notices of Filling Position

Applications for employment will be available at the main office or on telephone requests and will be accepted at any time.

D. Notice and Advertisement of Vacant Positions

When employment vacancies occur an in-house notice will be posted for a minimum of four (4) days. A decision may then be made to either fill the vacancy from in-house applicants or to publicly advertise the vacancy and consider both in-house and other applicants. Temporary positions may be filled without published or posted notices/advertisements

E. Use of Filed Applications for Employment

When a vacancy occurs within six (6) months after a similar type position has been advertised, a roster of all applicants will be developed from current applications on file, and those who applied when the similar open position was advertised.

F. Temporary Employees

Temporary employees may be employed. No fringe benefits will be granted to temporary employees working less than 1,000 hours, but all other aspects of employment will be recognized. Temporary employees employed for more than 1000 hours on a single contract will receive benefits.

G. Valid Teaching Certificate Required

Teachers, when required by the State of Oklahoma, must have been approved for, by the appropriate state certifying agency, a valid teaching certificate before any funds for their services are legally able to be expended. It is the responsibility of the teacher to keep his/her appropriate teaching certificate valid. Failure to secure and maintain appropriate certification will void all contractual obligations between the Red River Technology Center Board of Education and the employee.

3.1.2 Professional Staff Evaluation

Following consultation with or involvement of representatives of local teachers, all teachers and administrators (except the Superintendent who shall be evaluated by the school board) shall be evaluated by certified administrative personnel designated by the school board. The evaluation shall be based upon a set of minimum criteria as established by the State Board of Education. The written evaluation policy and all amendments to it will be promptly made available to all persons subject to the policy. The evaluations will be made in writing and the evaluation documents and responses will be maintained in a locked file in the administration office. Every probationary teacher shall be evaluated at least twice per school year, once prior to November 15 and once prior to February 10. Every career teacher shall be evaluated once a year. The evaluation forms are on file in the administrative offices of RRTC.

3.1.3 Re-employment Decisions

As established by school board policy re-employment decisions shall be made as to the Superintendent at the January school board meeting, all other administrative personnel at the February meeting and classroom and other personnel not later than the May meeting of the Board of Education.

By state statute Oklahoma is a "continuing contract" state as far as teacher employment is concerned. If, after the first Monday in June, the Board has not entered into a written contract with a regularly employed teacher or notified the teacher in writing by registered or certified mail that a recommendation has been made not to re-employ the teacher for the ensuing fiscal year; and if, within 15 days after the first Monday in June, the teacher has not notified the Board of Education in writing by registered or certified mail that the teacher does not desire to be re-employed in the school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year and such employment and continuing contract shall be binding on the teacher and on the school district.

If the Superintendent makes a written recommendation not to re-employ a teacher, notice, in accordance with state law and as provided later in these policies, shall be sent to the teacher which writing shall include the Superintendent's recommendation, state the statutory grounds for recommending non-renewal of a career teacher or the cause for non-reemployment of a probationary teacher and the underlying facts supporting a recommendation as well as the date, time and place of the hearing before the Board for a determination on whether to re-employ or not re-employ the teacher.

3.1.4 Substitute Teachers

The employment of substitute teachers will be based on need. Pay rates for substitute teachers will be established by the Board of Education.

3.2 Dismissal, Non-Renewal and Suspension of Classroom Teachers

Authority: Board Policy 2.2.

3.2.1 Scope of Coverage

The provisions of this part 3.2 do not apply to substitute teachers, adult education teachers and teachers employed on temporary contracts. Teachers employed in positions fully funded by federal or private grants are not entitled to any statutory protections when not re-employed since such teachers are employed only for the duration of the grant, but are entitled to the protections of this section if dismissed during the term of the grant.

3.2.2 Probationary Teachers

A probationary teacher is one who has not taught three complete, consecutive years in the district. A probationary teacher may be dismissed or not re-employed for "cause".

3.2.3 Career Teachers

A career teacher (one who has earned tenure by teaching more than three complete, consecutive years in the district) may be dismissed or not re-employed for: (1) willful neglect of duty; (2) repeated negligence in performance of duties; (3) mental or physical abuse to a child; (4) incompetency; (5) instructional ineffectiveness; (6) unsatisfactory teaching performance; (7) any reason involving moral turpitude; (8) conviction of a felony (unless a presidential or gubernatorial pardon has been issued), (9) a finding that a teacher has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. "Criminal sexual activity" means the commission of an act defined in Title 21 O.S. §886 which is the act of sodomy and "sexual misconduct" means the soliciting or imposing of criminal sexual activity and (10) failure to meet the local school board staff development requirements.

3.2.4 Notice of Superintendent's Recommendation

If the Superintendent recommends to the Board the dismissal or non-reemployment of a teacher the Board shall mail a copy of the recommendation to the teacher by certified mail return receipt requested or substitute process by private process server and shall notify the teacher of the teacher's right to a hearing before the Board and the date, time and place set for the Board for such hearing, which shall be not sooner than twenty (20) days nor later than sixty (60) days after the teacher's receipt of the notice. The notice shall specify the statutory ground upon which the recommendation is based for a career teacher or shall specify the cause upon which the recommendation is based for a probationary teacher. The notice shall also specify the underlying facts supporting the recommendation. The form of the notice is as follows:

NOTICE OF HEARING

You are notified that the Superintendent has recommended that you not be re-employed for the coming school year. Attached is a copy of that recommendation, which contains the statutory grounds (career teacher) or cause (probationary teacher) for the recommendation, along with the underlying facts supporting the recommendation.

You are also notified that a hearing on your re-employment status has been set for the _____ day of _____, 20____, at _____ o'clock __.m. in the Board meeting room in the administration building.

The hearing shall be conducted by the Board of Education according to procedures established by the State Board of Education.

3.2.5 Hearing, Notice of Decision

After due consideration of the evidence and testimony presented at the hearing, the local Board shall decide whether to dismiss or not re-employ the teacher. The Board's decision shall be voted on in open meeting. Unless otherwise established by state law the burden of proof at such hearing shall be upon the Superintendent or designee and the standard of proof shall be by a preponderance of the evidence. The Board shall also notify the teacher of its decision, including the basis for the decision, by certified mail return receipt requested or a substitute process by private process server. The Board's decision shall be final.

3.2.6 Compensation Pending Final Decision

The career teacher shall receive any compensation or benefits to which the teacher is otherwise entitled until such time as the teacher's case is determined by the Board's decision. A probationary teacher shall receive compensation or benefits to which such teacher is otherwise entitled until such time as the Board's decision becomes final provided if the hearing for a probationary teacher is for non-reemployment the compensation benefits may be continued only until the end of such teacher's current contract.

3.2.7 Suspension

Whenever the Superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interest of the children in the district, the Superintendent or the local Board of Education upon receiving recommendation for suspension from the Superintendent may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any compensation or other benefits to which the teacher is otherwise entitled. The suspension shall extend to such time as the teacher's case is determined by the Board. Within ten (10) days time after such suspension becomes effective, the local Board of Education shall initiate a hearing for dismissal as required by state law and as above provided.

3.3 Termination, Non Re-employment and Discipline of Support Personnel

Authority: Board Policy 2.3.

In order to comply with 70 O.S. §6-101.43 the RRTC Board of Education hereby adopts the following procedure for the suspension, demotion, termination or non re-employment of support personnel.

"Support personnel" is defined as full time employee of a school district who provides services not performed by professional educators or licensed teachers or administrators that are necessary for the efficient and satisfactory functioning of a school district. No support person, who has been employed in RRTC district for more than one year, may be suspended, demoted, terminated or not re-employed except for the causes set out in this policy and at the initiation of the Superintendent, or other authorized administrative personnel. However, nothing contained in this policy shall prevent the Board of Education from acting under its own authority in matters pertaining to suspension, demotion, termination or non re-employment of support employees.

Whenever the Superintendent or other administrator is of the opinion that the immediate suspension of a support person is necessary and in the best interest of the school district, the Superintendent or such administrator may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent shall initiate proceedings for termination and follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at a trial. If the employee is convicted of a criminal charge, the employee shall be terminated in compliance with Oklahoma statutes. If a support personnel has not worked for the RRTC district for one calendar year, such person can be fired without reason or hearing.

Prior to any demotion, termination or non re-employment the support employee shall receive notice of their right to a hearing, which, if requested, will be conducted by the Board of Education. All notices shall be by certified mail, return receipt requested. A support employee must request a hearing within ten (10) working days of the date of receipt of the notice or will be deemed to have waived their benefit to a hearing.

If the support employee requests a hearing, the hearing shall be conducted at one of the next two succeeding regularly scheduled meetings of the Red River Technology Center District Board of Education if the request is received by the Clerk of the Board at least ten (10) days prior to the meeting. A special meeting may be conducted if requested by the employee or at the discretion of the School Board. The special meeting shall be conducted no sooner than ten (10) days nor later than thirty (30) days after receipt of the employee's request for hearing.

Any decision made by the Board of Education as to the demotion, termination, discipline or non re-employment of support personnel shall be final.

Nothing in this policy shall be construed to prevent lay-offs for lack of funds or lack of work as set out in the reduction of the staff policy adopted by the School Board.

The following are causes for suspension, demotion, termination or non re-employment of support personnel: (1) failure to perform job assignments or duties satisfactorily; (2) insubordination or failure to follow the instructions of supervisor; (3) possession, consumption or being under the influence of alcohol, non-prescriptive drugs, controlled substances or non-intoxicating beverages; (4) possession of any type of weapon on school premises or otherwise in or around school property without a Concealed Carry License; (5) any action or behavior which is unacceptable and inconsistent with the expectations for adult employees who, in any way, come into contact with minor students; (6) immoral, indecent or illegal conduct; (7) any action, behavior or situation which detracts from the purpose, mission or philosophy of RRTC.

All support staff will receive a copy of the policy statement on causes and procedures for suspension, demotion, termination or non re-employment of support personnel.

3.4 Reduction in Force

Authority: Board Policy 2.4.

The power of the School Board to not re-employ a teacher through a reduction in force arises from the state law that allows School Boards to formulate a complete educational program for the students in the district and to determine the number of personnel necessary to implement the plan within existing funding limits. It is the policy of Red River Technology Center District to make reasonable readjustment of teaching schedules to retain career teachers when such an adjustment will not cause excessive intrusion into the power of the Board to determine what courses are needed and what teachers are needed to teach that curriculum. School districts are not established for employment purposes but to provide an education for students and Oklahoma law does not require the School Board to produce positions for the sake of retaining even career teachers.

Career teacher faculty members will be given preferential status over probationary teacher faculty members in the event of a reduction in force but career teachers are subject to being non-renewed in a reduction in force as part of the inherent powers of the Board. It is the policy of this District not to reduce a career teacher and retain a probationary teacher if the career teacher can fill the position taught by the probationary teacher. If a career teacher is certified for a position, the career teacher will be retained in lieu of a probationary teacher. However, a career teacher may be non-renewed due to a required reduction in force if the career teacher is not qualified to teach a course being taught by a probationary teacher.

In deciding which teachers among career teachers or which teachers among probationary teachers to reduce, the Board will consider all of the following comparison factors in reaching its decision: (1) teacher qualifications, (2) programs being eliminated, (3) financial considerations, (4) certification, (5) seniority, (6) competency, (7) administrative recommendations, (8) program priorities, (9) educational degrees obtained, (10) incumbency in retained position, (11) non-academic participation, and (12) evaluations.

3.5 Employee Benefits

Authority: Board Policy 2.5.

3.5.1 Full-Time Employees

For purposes of this part 3.5, the term “full time employees” shall mean any personnel employed by Red River Technology Center District on an annual contract basis. All other employees shall be considered not full time employees.

3.5.2 State Retirement System

All full time employees of Red River Technology Center District will be eligible to participate in the Oklahoma State Teacher's Retirement System, subject to provisions of Oklahoma law.

3.5.3 Fringe Benefit Package for Full Time Employees

All full time employees of the Red River Technology Center District will be eligible to participate in any group plan of accident and health insurance, any life insurance, subject to provisions by the approved insurance contract, salary protection (as approved by the approved insurance contract), teacher's retirement, professional liability insurance, unused sick leave and the educational incentives specified below. Thirty hours per week will be considered full time. Benefits will be paid for persons who are employed on an annual contract (9-10-11-or 12 month contract).

3.5.4 Fringe Benefits Package

All employees who are full time employees of the Red River Technology Center District (as defined in this part 3.5) will be eligible to participate in the school's benefit package.

Those employees who are not full-time as defined in Administrative Regulation 3.5.1 will not be eligible to participate in the benefit package.

In those instances in which an employee is eligible for benefits under Red River's policy, but is not eligible to participate in a benefit due to the regulations of the agency or company from which the benefits are purchased, the school will make an in lieu payment to the individual in the amount of the cost of the benefit which would have been provided if the employee had been eligible.

All employees of Red River Technology Center will be eligible to participate in the district's 403b tax deferred retirement plan. Red River Technology Center has designated Teachers' Retirement System of Oklahoma and American Fidelity Assurance as providers.

3.5.5 Educational Incentive

Any teacher who teaches at the Red River Technology Center during a school year with a provisional teaching certificate and who is required by the Oklahoma Department of Career and Technology Education to earn college or university credits during that school year or the succeeding summer in order to qualify for a new teaching certificate for teaching in said school during the succeeding school year shall receive reimbursement (tuition only) for up to eight such credits earned, provided the teacher is still in the employ of the school at that time, in a position for which said certificate is required, at the university or college rates, not to exceed reimbursement for more than a total of seventeen credits for any given teacher. The above policy is expanded to include cost of the National Occupational Competence Testing Institute (NOCTI) or similar approved exam, if taken and passed by a teacher during the first year of employment at the Red River Technology Center, or the succeeding summer, as a requirement of the Oklahoma Department of Career and Technical Education in order to be issued a new provisional certificate for the second year of employment. It will also include cost for future required certifications.

3.6 Expense Reimbursement

Authority: Board Policy 2.6.

Expenses of RRTC district employees may be reimbursed for school related expenses provided the Superintendent or his designee has approved in advance the acquisition, travel, or incurring of expenses generally. Claim forms for reimbursement of expenses are available in the Administrative Office. Mileage will be reimbursed at the federal reimbursement rate. Signed and itemized receipts establishing the amount and date of the expenses incurred must accompany all other expenses.

3.7 Staff Development

Authority: Board Policy 2.7.

3.7.1 Staff Development Committee

A committee of teachers, parents and administrators will be appointed in accordance with Oklahoma School Law, to develop an annual staff development plan for the improvement of instruction. Plans will be written

and ready for Board approval by the April Board meetings. Plans will be submitted to the State Department of Education before May 10 each year.

3.7.2 Staff Development Four Year Plan

The four-year plan shall be separately maintained by the Superintendent and updated and supplemented as necessary.

3.8 Employee Records

3.8.1 Employee Records Subject to Inspection

In compliance with the Oklahoma Open Records Act, the following employee records will be subject to inspection:

- Employment Application
- Gross Receipt of Public Funds
- Dates of Employment
- Title and Position
- Final Disciplinary Action Taken Against Employee (if any)
- Employment applications of persons employed

3.8.2 Employee Access to Their Personnel File

Employees shall have a right to access their own personnel file, upon request to the Superintendent or designee.

3.9 Leave Policy

3.9.1 Sick Leave

RRTC will adhere to the sick leave policy established by Oklahoma statutes with the following provisions:

- A. Each full time permanent employee is entitled to annual sick leave of one day per calendar month of employment at full pay, beginning the first day in which employment begins. The right to sick leave entitlement shall vest at the beginning of the contractual year.
- B. Sick leave credit will be reduced by one day for each workday upon which the employee is absent for reasons specified by the sick leave policy.
- C. Unused sick leave may accumulate from year to year for a maximum of sixty (60) days. The accumulation of unused sick leave is dependent upon the employee remaining continuously in the service of RRTC.
- D. Sick leave records shall be kept in the office of the Superintendent or a designated locked

file and shall be considered as final.

- E. An employee may use accumulated sick leave when personal illness, or illness or death in the immediate family prevents attendance on the job. The following procedures and definitions will be observed.
1. A request is required for each single day or sequential group of days absent when absence can be anticipated.
 2. Immediate family includes all members who reside within the household of the employee, parents, grandparents, brothers/sisters and their spouses. Exceptions may be made to this definition at the request of the employee with the concurrence of the Superintendent.
 3. When health related problems, such as doctors appointments, require the employee to be absent for a period of time less than one-half day (4 hours), this time will be recorded but not charged to the employee's sick leave until time absent accumulates to one-half day (4 hours), at which time it will be charged to the employee's sick leave. Time that does not add up to one-half day (4 hours) by June 30th will be dropped at the end of the current school year. Beginning August 1, 2005, accumulated time will be recorded in increments of fifteen minutes.
 4. When an employee must take sick leave, notification should be given no later than the morning of the absence. This may be done by the employee calling the administrative offices of the school district at 7:30 a.m. If possible, employees should give notice of the need to be absent personally, not through a third party such as spouse.
 5. When an employee has taken a day of sick leave and must be off for another day, the Principal should be notified before 2:30 p.m. to facilitate planning for the next day's classes.

3.9.2 Maternity Leave

Maternity leave may be granted to female employees and will be treated as any other temporary disability. (A temporary disability is one which prevents an employee from performing effectively for a period of time, due to a physical or emotional condition.) Maternity leave may be granted for six (6) weeks upon approval of the Superintendent. Any maternity leave for more than six (6) weeks must be at the direction of a physician and be approved by the Superintendent. Maternity leave will be charged against sick leave.

Normal maternity leave for six (6) weeks will be requested, in writing, as "sick leave". Request for maternity leave in excess of six (6) weeks must be written to the Superintendent and accompanied by a physician's statement of medical need.

3.9.3 Emergency Leave

Each full time employee will be allowed two (2) days emergency leave for unforeseen and uncontrollable circumstances which would reasonably keep the employee from performing their duties. The following procedures and definitions will be observed.

- A. The term "emergency" may apply to circumstances within the following categories: (1) unusual and unforeseen incidents within the employee's household and immediate family; (2) mandatory court appearance under service of process; (3) funerals; and (4) other reasons which are subject to administrative approval.
- B. Emergency leave may not be used for activities falling into any of the following categories: (1) seeking other employment; (2) participation in political or social activities; (3) performing service for compensation; (4) participation in professional activities; (5) entertainment, recreation, travel or vacation; and (6) other activities which are not consistent with the commonly understood term "emergency".
- C. A written request for emergency leave should be made prior to the date of absence if possible. Otherwise, a written request for emergency leave should be completed upon return to work. Written request shall include a statement regarding the cause of the absence. Emergency leave shall be noncumulative.
- D. Employees requesting emergency leave are to notify the administrative offices as early as possible of the need to take emergency leave.

3.9.4 Personal Leave. Three (3) days personal leave (noncumulative) will be allowed for all full time employees during each school year. Twelve-month personnel will be allowed a fourth day of personal leave which must be taken in June or July. Any written request should be made at least forty-eight (48) hours prior to any absence for personal leave. Requests for personal day(s) immediately preceding or following a regularly scheduled holiday may not be approved.

Instructional and support staff will be reimbursed for unused personal days according to policy.

3.9.5 Court and Jury Service

Employees ordered by proper authority to appear as a witness or jury member in any federal, state or municipal court shall be entitled to full compensation for the days missed. If an employee is subpoenaed in private litigation by some party other than a governmental entity, the time absent will be charged to emergency leave, personal leave or will be considered as leave without pay.

3.9.6 Military Duty

Any employee who is a member of any component of the armed forces of the United States, including the National Guard, when ordered to active duty or service, will be entitled for full pay up to twenty (20) working days.

3.9.7 Vacation Time for Full Time Twelve Month Employees

Vacation time accrues at a rate of one day per month – with the exceptions being March and December. The superintendent may approve utilization of vacation time as it accrues on a monthly basis, and may designate in contract that vacation time be taken in June and/or July. In no instance will vacation time be granted prior to the appropriate period of service. Vacation days are non-accumulative and must be used on or before December 31st of the year following the school year in which the vacation leave accrued. Days not taken

before December 31st following the year of accrual will be forfeited. In the event of a death of an employee, payment will be made to the spouse or, if no surviving spouse, to the estate for vacation time earned but not taken.

3.9.8 Transfer of Sick Leave

Unused sick leave accumulated in another school district may be transferred to RRTC when employed, limited to the maximum number of sixty (60) days. The sending school district shall certify the exact number of days eligible for transfer. Sick leave transferred to RRTC from another district will be used first, when the employee must be absent for medically related reasons, and is ineligible for any payment made by RRTC for unused sick leave.

3.9.9 Time Off in Excess of Leave Time

When an employee has exhausted all accumulated sick leave, personal leave and emergency leave, and remains absent from their assigned duties due to personal illness, injury or pregnancy, the employee may receive for a period not to exceed twenty (20) working days, their full contracted salary, less the amount normally paid to a qualified substitute employee.

3.9.10 Abandonment of Position

Any employee who is absent from duty for three consecutive days without proper notification shall be deemed to have resigned their position.

3.9.11 Reimbursement for Unused Sick Leave

Employees may be reimbursed for unused sick leave accumulated while employed at RRTC at the rate of \$15.00 per day limited to the following situations:

- A. At the retirement or death of a full-time staff member, unused sick leave may be redeemed, or paid to the spouse or, if no surviving spouse, to the estate of the employee, at the rate of \$15.00 per day for a maximum of 70 days.
- B. When the Board of Education changes or deletes a program and the result is the elimination of a teacher's position, that teacher, at the end of their contractual employment, may redeem unused sick leave at the rate of \$15 per day of unused sick leave for a maximum of seventy (70) days.

3.9.12 Request for Leave and Vacation

Approved forms to be completed by the employee and submitted to the supervisor or Superintendent for approval of leave or vacation are available in the administrative office.

3.9.13 Family Medical Leave Act of 1993

This federal law is applicable to the Red River Technology Center District. As required by federal law, the school district will permit eligible employees up to 12 weeks of unpaid leave for covered conditions. In the event of any conflict between the earlier provisions of this part 3.9 and the federal act, the provisions of the federal act will control.

A. Definitions.

1. "Certification" means the written documentation from a physician or similar health care provider supporting a claim for leave. If leave is requested due to an employee's serious health condition, the certification must include a statement that the employee is unable to perform the function of their position. If leave is requested for a serious health condition of a spouse, child or parent, the certification must include an estimate of the amount of time the employee is needed to care for such person.
2. "Covered Condition" means either: (a) the birth or placement for adoption or foster care of a child; (b) a serious health condition of a spouse, child or parent; or (c) an employee's serious health condition.
3. "Eligible Employees" are those district employees who have been employed for at least 12 months and who have provided at least 1,250 hours of service during the 12 months preceding the request for leave.
4. "Notification" means, (a) in the case of the birth or placement of a child, 30 days advance notice before the date on which leave will begin, but if the employee is unable to provide 30 days notice, then such notice as is practicable must be given; (b) in case of a serious medical condition, if the leave is predictable based on planned medical treatment, employees must make a reasonable effort to schedule the treatment so as not to disrupt school operations and are required to provide 30 days advance notice, or, if the treatment is scheduled for sooner than 30 days, the employee must give such notice as is practicable.
5. "Serious Health Condition" means an illness, injury, impairment, physical or mental condition that involved in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

B. Type and Length of Leave

An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for a covered condition. In case of leave due to the birth or placement for adoption or foster care of a child the leave may be taken on an intermittent or reduced basis if agreed to by the Superintendent. Leave for serious health conditions of either the employee or an employee's spouse, child or parent may be taken intermittently or on a reduced schedule, if medical certification so provides, without the necessity of approval of the Superintendent.

C. All Other Leave to be Used First

All employees must first use all *paid vacation, personal or sick leave* prior to requesting or using any unpaid leave under the federal act. If the other leave does not amount to 12 weeks, the district will provide only enough unpaid leave to supplement the other leave to provide the employee the required total 12 weeks.

D. Classroom Teachers

The federal act recognizes the need to balance the educational needs of children with the family needs of a teacher. Therefore, special provisions were applicable to classroom teachers. The provisions applicable to classroom teachers do not apply to support personnel. If a classroom teacher wishes to take intermittent leave that would cause the teacher to be absent from the classroom more than 20% of the time, the district may require the teacher to either take continuous leave throughout the treatment period or has the right to place the teacher in an equivalent position that will not be disruptive to the classroom. A teacher may be required to extend leave through the end of a semester if the teacher would otherwise return within the last three weeks of the semester's end.

E. Job Protection During Leave

The taking of leave under the federal act will not result in a loss of any previously accrued seniority or employment benefits, but accrual of benefits will terminate during the unpaid leave. When an employee completes a period of leave, the employee will be returned to either the same position they had before the leave or to a position equivalent in pay, benefits and other terms and conditions of employment. However, reinstatement to the position held before leave is not required for "highly compensated employees" (those among the 10% highest paid of salaried employees) if: (a) the employee's absence from work will result in substantial and grievous economic injury to operations of the district; (b) the employee is notified of the district's intent not to reinstate after the leave; and (c) the employee elects not to return to work after receiving the district's notice.

F. Health Insurance Benefits

Health benefits will continue through an employee's leave. If an employee fails to return to work from leave, the district is entitled to recover health coverage premiums paid unless the reason for not returning to work is the continuation, recurrence or onset of another serious health condition beyond the employee's control. Such continuation, recurrence or onset of another serious health condition is subject to certification. If an employee does not return to work following leave, the district will notify the affected employee and qualified beneficiaries of their rights to continued insurance coverage under the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

G. Posted Notice

A notice summarizing the provisions of the act prepared and approved by the Secretary of Labor, will be posted in an area accessible to all employees.

3.10 Duties of Employees

Authority: Board Policy 2.10.

3.10.1 Authority of Superintendent

The Superintendent will have the responsibility and authority to determine the best use of school personnel, facilities, and equipment in order to address the mission and philosophy of Red River Technology Center District. This will include the assignment of job duties and titles. Each employee will have opportunities to

suggest improvements.

3.10.2 Purchases

All purchases must be pre-approved to be paid from the "general fund," "building fund," or "activity fund."

A. General Fund and Building Fund Procedures

A requisition, including vendor, address, telephone, complete product information, quantity, current price, total price, order total and name of person making request, must be completed for all purchases made through the general or building fund. The requisition will be approved or disapproved by supervisor(s). If funds are available, a purchase order number will be issued. **In no instance should an order be placed before the purchase order is issued.**

When the product/service is received or completed, the person who made the request is responsible for signing and returning a copy of the purchase order and/or the packing list/invoice.

THE PURCHASING PROCESS IS THE RESPONSIBILITY OF THE PERSON MAKING THE REQUEST. IF A PURCHASE IS MADE WITHOUT FOLLOWING THE ABOVE PROCEDURES, THE PERSON MAKING THE PURCHASE MAY BE RESPONSIBLE FOR PAYING FOR THE ORDER.

B. Activity Fund Purchases

1. Deposits

Each teacher shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. Such receipts shall be issued by the teacher to all persons remitting activity fund monies in excess of \$2.00 per item. A list of persons remitting monies shall be maintained by the teacher for all receipts of \$2.00 or less. The teacher shall remit to the Deposit Clerk, who shall count the funds and present a receipt to the teacher. Copies of all receipts shall be maintained by the Deposit Clerk for the annual audit.

Deposits of funds shall be made daily, however, if the deposit for a day totals less than \$100.00, monies may accumulate until total equals or exceeds \$100.00. Funds shall be deposited once per week regardless of amount, as required by state statutes (70 O.S. 5-129A). One copy of deposit slip shall be retained by Deposit Clerk.

2. Transfers

All transfers between accounts shall only be made upon approval by the Board of Education or to correct a data entry error.

3. Expenditures

All payments shall be supported by invoices or receipts. The Custodian of Activity Fund shall verify that sufficient funds are available for the purchase of the goods or services. A pay voucher shall be signed by the Superintendent, Principal or the

Adult and Career Development Director and co-signed by the Custodian of Funds, thereby authorizing the payment. All checks shall be countersigned by the Custodian of Activity Fund, the Deposit Clerk, or the Board Clerk. **In no instance shall checks be made payable to "cash".**

Upon direction of the Superintendent, the Custodian of the Activity Account shall transfer funds to the school treasurer.

3.10.3 Public Relations

All news releases, announcements and other forms of publicity which pertain to RRTC, its training programs or students will be cleared through the administrative office prior to release.

3.10.4 Advertisements

All advertisements, both paid and public service, including brochures, etc. will be cleared through the administrative office before release or publication.

3.10.5 Non-Discrimination Statement

All publications from RRTC, including brochures, advertisements, applications, etc., will include the school's "non-discrimination statement" and/or a statement that "Red River Technology Center is an equal opportunity employment/educational institution". The Superintendent will determine which is appropriate.

3.10.6 Administrative Regulation - Scope Interpretation

Matters of school operation and procedures which are not addressed by the administrative regulations, or which require interpretation will be referred to the Superintendent.

3.10.7 Employee Work Schedule

The Superintendent will establish employee work schedules as follows:

Instructional staff - 8:00 a.m. 3:30 p.m.
Administrative staff – individually scheduled*
Clerical staff - individually scheduled*
Maintenance staff - individually scheduled
Housekeeping staff - individually scheduled
Other support – individually scheduled
*Leave 30 minutes early on Friday's

3.10.8 Employee Assignments

Job Descriptions are on file in the administration office for the following:

A. Certified/Professional Employees

1. Principal
2. A&CD Director
3. Counselor/Career Officer
4. Student Services

- a. Academic Services Coordinator
 - b. Math & Science Instructor
 - c. Student Supervisor for Academic Services
5. Instructors

B. Professional Employees

- 1. Assessment Center Coordinator
- 2. Career Development Specialist
- 3. Tech Prep
- 4. Business Manager
- 5. Business Development Services
- 6. Bid Assistance Center
- 7. Public Information Officer
- 8. Safety Coordinator
- 9. Computer/Telecommunications Coordinator
- 10. Computer/Telecommunications Specialist
- 11. STA/ABE Staff Person
- 12. TANF Coordinator
- 13. LPN Coordinator
- 14. LPN Instructors (2)
- 15. Industrial Coordinator

C. Secretaries

- 1. Superintendent's Secretary
- 2. Principal's Secretaries (2)
- 3. A&CD Evening Secretary
- 4. Financial Secretary
- 5. Receptionist/Attendance & Grades
- 6. Financial Aid Officer
- 7. BIS Secretary
- 8. LPN Secretary

D. Maintenance

- 1. Director
- 2. Custodians (8)

E. Food Service

- 1. Director
- 2. Staff (2)

3.11 Employee Owned Vehicle Searches.

In the event it is necessary to conduct a search of employee owned vehicles on school district property, the search will be conducted by a peace officer. Any search of an employee owned vehicle conducted on property now owned by the district shall require a search warrant.

3.12 Drug and Alcohol Testing

All employees of RRTC must acknowledge that they have read the Drug Free Policy and signed an

acknowledgment of the fact that employees are subject to undergo drug or alcohol testing upon a random selection or reasonable suspicion of use of prohibited substances. Further, any employee injured while at work will be required to undergo drug or alcohol testing if the injury could result in a worker's compensation claim.

4. STUDENTS

4.1 Student Activities and Attendance

Authority: Board Policy 3.1.

4.1.1 Affirmative Action

The affirmative action plan of Red River Technology Center District will be followed in the recruitment, admission and the overall educational opportunities of students enrolling at Red River Technology Center District.

4.1.2 Enrollment

All enrollment procedures will follow the guidelines of the affirmative action plan and school philosophy. Applicants for all training areas will be accepted as stated in Administrative Regulation 4.5. RRTC employs 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.

4.1.3 Attendance

- A. Student attendance will be recorded each class day. Since the majority of our students will ultimately be employed and punching a time clock, punctuality and a good attendance record are essential. Attendance reports are sent to the home high school. Red River Technology Center cooperates with home high school policy concerning numbers of day's absence allowed. Poor attendance without valid reasons may result in disciplinary action.
- B. Students are expected to attend all classes unless prevented by illness or other emergency. Missing classes will be considered when student progress is evaluated. The course cannot be completed without regular attendance. Classroom work missed even during an excused absence must be made up; time missed cannot be made up.
- C. Cutting class is not permitted. Chronic absenteeism will ultimately lead to suspension or dismissal.
- D. Leave may be granted provided written notice is given to the school prior to the absence or as soon as practical.
- E. Any student who has been absent will report to the office for an admit before returning to class.
- F. All students coming into class late will be counted tardy and must report to the office for an admit.
- G. Enrollment will be interrupted for any adult student who is absent five consecutive days or who fails to meet the satisfactory progress criteria outlined in the student handbook. Before the student can re-enter classes, approval must be secured from the principal's office.

4.1.4 Report of School Activity

In compliance with the state's attendance/activities regulations (ten day rule) RRTC will cooperate with each local school's administration by providing the information necessary for the record keeping period. When it becomes necessary, due to some educational activity, such as skill contest, for an RRTC student to miss classes at the home school, the following "report of school activity" form will be completed with the name of the student, the home school district indicated, the technology center program in which an activity is being participated, the dates of the activity and time and the type of activity. It shall be signed by the Superintendent or Principal of RRTC and approved by the high school principal of the home district. A teacher will complete the form, one for each student who will be missing classes at the home school. It is the responsibility of the student to take the form to the Principal for signature. After being signed by the Principal, it is the responsibility of the student to take the form to the home school principal for his or her signature. If signed and approved by the home school principal, the form is to be returned to the teacher who, after collecting forms for all students who will be missing home school classes for the same activity, will take the forms to the Principal for filing.

4.1.5 Internet Based Courses

Red River Technology Center shall honor the requirements established by the sending school district in Internet based courses of instruction. Adult enrollment will follow regulations in the course catalog.

4.2 Student Conduct

4.2.1 Student Offenses and Rule Enforcement Policies

The following policies shall be used for the control and discipline of all students attending Red River Technology Center District.

4.2.2 Definitions

The following definitions shall apply to the Rules and Regulations of Red River Technology Center.

- A. "Board of Education" means the duly elected governing body of the school.
- B. "Dangerous Weapon" shall mean any pistol, any instrument or knife, sharpened metal file or other metal objects, metal comb of any length with handle pointed and sharpened, a billy club, metal knuckles, razor, hand chains, and all other instruments which may be classified as weapons or any item or object represented as a weapon.
- C. "Drugs" includes all forms of cannabis (marijuana), inhalants, stimulants, depressants (including alcohol in all forms), hallucinogens, narcotics, designer drugs and all other drugs other than those prescribed by a licensed physician for the individual.
- D. "Principal" includes any administrator except the superintendent.
- E. "School" refers to Red River Technology Center District No. 19.
- F. "Student" refers to any person enrolled as a secondary student, practical nursing student or post-secondary student, including both day time and night time enrollment.

G. "Superintendent" means the chief administrator of the employees in the school.

4.2.3 Student Offenses and Rules of Behavior

Rule 1: Disruptive Behavior. A student shall not, by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall a student engage in such conduct for the purpose of causing disruption or obstruction of any lawful mission, process or function of the school, if such a disruption or obstruction is reasonably certain to result.

Neither shall a student urge other students to engage in such conduct for the purpose of causing disruption or obstruction of any lawful mission, process or function of the school, if substantial and material disruption or obstruction is reasonably certain to result from the urging.

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school, illustrate the kinds of offenses encompassed here:

- (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (b) Blocking the entrance or exit of any school building or corridor or room with the intent to deprive others of lawful access to or from or use of the building or corridor or room;
- (c) Setting fire to or substantially damaging any school buildings or property;
- (d) Firing, displaying or threatening the use of firearms, explosive (including fireworks) or other weapons on school premises for any unlawful purposes;
- (e) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus;
- (f) Preventing students from attending a class or school activity;
- (g) Except under direct instruction of the Principal, blocking normal pedestrian or vehicular traffic on a school campus; and
- (h) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct their class.

Rule 2: Damage/Theft of School Property. A student shall not intentionally cause or attempt to cause damage to valuable school property or steal or attempt to steal school property.

Rule 3: Damage/Theft of Personal Property. A student shall not intentionally cause or attempt to cause substantial damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function or event off school grounds.

Rule 4: Injury to District Employees. A student shall not intentionally cause or attempt to cause physical

injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; (c) off the school grounds at a school activity, function or event, or (d) while in transit by school transportation.

Rule 5: Injury to Other Students. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any other student or person: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds or any other time when the school is being used by a school group; (c) off the school grounds at a school activity, function or event, or (d) while in transit by school transportation.

Rule 6: Possession of Dangerous Weapon. No person shall knowingly possess, handle or transmit an object that can reasonably be considered a dangerous weapon: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds or any other time when the school is being used by a school group; (c) off the school grounds at a school activity, function or event, or (d) while in transit by school transportation. This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive (including fireworks), any knife, and other dangerous objects of no reasonable use to the pupil at school. Any adult who has a Concealed Carry License must follow the regulation of such license and House Bill 1652.

Rule 7: Possession/Use/Influence of Alcohol or Controlled Substances. A student shall not knowingly possess, use, transmit or be under the influence of any intoxicating beverage, alcoholic beverage or a controlled dangerous substance (See RRTC Drug Free School and Work Place Policy): (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds or any other time when the school is being used by a school group; (c) off the school grounds at a school activity, function or event, or (d) while in transit by school transportation.

REPORTING STUDENTS UNDER THE INFLUENCE OF NON-INTOXICATING BEVERAGE, ALCOHOLIC BEVERAGE, OR CONTROLLED DANGEROUS SUBSTANCE

It shall be the policy of Red River Technology Center Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or has in his or her possession: (1) non-intoxicating beverages, (2) alcoholic beverages or (3) a controlled dangerous substance, as those three are now defined by State Law, shall immediately notify the principal or his designee of such suspicions. The principal shall immediately notify the Superintendent of Schools and a parent or legal guardian of the student of the matter. This action is required by Oklahoma law (70 O.S. §24-138). Every teacher employed by Red River Technology Center District, who has reasonable cause to suspect that a student is under the influence of, or has in their possession, non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability by Oklahoma law (70 O.S. §24-13).

Rule 8: Compliance with Directions of School Personnel. A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aids, principals or other authorized school personnel including bus drivers, during any period of time when such student is properly under the authority of school personnel.

Rule 9: Unexcused Absence. A student will not absent themselves from school without a reasonable excuse. The reasonableness of the excuse will be determined by the Principal.

Rule 10: Educational Advancement. A student shall make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course in which the student is enrolled.

Rule 11: Suspension by Home High School. High school students are enrolled by their local high school in

technology center classes. These classes are an extension of the local high school curriculum. Consequently a local high school may suspend a technology center student from all or any portion of the student's class schedule.

4.2.4 General Rules of Student Conduct

The following rules will apply to all students except as specifically stated otherwise:

A. Student Dress

1. All secondary and adult students are expected to dress in a manner as prescribed and required by the department in which they are enrolled. Dress appropriate for one class/shop may or may not be appropriate for another.
2. Students in attendance are encouraged to be neat, orderly, and appropriately dressed at all times. Potential employers are in our building often for update training, so your appearance should always be something they would find appropriate.
3. Ball caps or hats of any kind may not be worn in the Seminar Room, or the administrative offices. Halter tops, or shirts with inappropriate slogans may not be worn on the campus at any time.
4. Any student may be required to leave the school grounds if dress interferes with normal classroom procedures and will not be allowed to return until dress conforms with established standards.

B. Use of Alcohol, Drugs, and Tobacco

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Red River Technology Center Board of Education policies and procedures prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Oklahoma Law (Section 1. Amendatory 63 O.S. 1991, Section 1-1523, as last amended by Section 51, Chapter 274, O.S.L. 1995 [63 O.S. Supp. 1999, Section 1-1523] prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the buildings and on the grounds of the facility by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours of 7:00 a.m. and 4:00 p.m., during the school session, or when class or any program established for students is in session. Disciplinary action for the unlawful possession, use, or distribution of illicit drugs and alcohol can lead up to and include expulsion and referral to appropriate agencies for prosecution.

Students who wish information concerning drugs may receive information from either the financial aid office or the counselor's office. Persons who wish information, and do not wish to visit with a person on this campus, may receive information and/or counseling by calling the Stephens County Guidance Center at 580-252-1141.

C. Leaving School

Under no condition will any student leave the school without permission from the office. If a student leaves without a permit, the student will be considered truant and dealt with accordingly. If a secondary student needs to leave for some reason, the student is required

to bring a written statement signed by the student's parent or guardian or home school principal, explaining the necessity for leaving and the time the student should be dismissed. If a written note is not brought, permission by phone, at the student's expense, is required.

D. Vehicle Operation

1. Designated parking areas for students are the East and West parking lots. No students are permitted to park in the front lot without permission from the principal. This lot is reserved for staff and the many visitors to our school. Students failing to observe these restrictions may be refused the right to drive vehicles to the school.
2. Secondary students may drive to the Tech Center only when specifically authorized by the home school to do so. Driving a vehicle to work on it in a shop requires special permission from the home school in some instances. If you are in doubt as to your home school's policy, check with either that school or the Tech Center office.
3. Once a vehicle enters the Tech Center campus, it is to be parked in an appropriate place then left until school is out. Students are not allowed access to cars during class, breaks, lunch, or at any other time until school is out without express written permission from a teacher or the office.
4. Once a student arrives at the Tech Center campus, he/she may not leave the campus unless:
 - (a) he/she has properly checked out through the principal's office. Secondary school students (regardless of age) will need the permission of a parent or guardian to leave school. Students enrolled as adults may excuse themselves, but must check out through the office. Students may not check out to "run errands".
 - (b) he/she is part of a group, sponsored by an instructor, that is part of the curriculum of the class. Under no circumstances may a student (even adult student) leave campus on any "errand" unless driven by a school employee in a school vehicle.
5. Disciplinary action of any kind may result in termination of a student's right to drive his/her vehicle. Each home school sends a bus to provide transportation for secondary students and this bus may become the student's only option for transportation to this school.

E. Wireless Telecommunications Devices

No student may use a wireless telecommunication device during class time without consent and directions from the teacher. The only exception to this rule is that upon the prior written consent of both the parent or guardian and the school principal or superintendent of both the home school and the Tech Center, and only upon showing documentation of a medical necessity or other appropriate circumstance a student may use such a device. A student violating this policy may have the device confiscated, or be reprimanded or suspended. Parents needing to contact students may call toll-free 1-888-607-2446 or local (580) 255-2903.

F. Breaks

During the three-hour class session, students will be allowed one ten-minute break at the discretion of the class instructor. Students will not be permitted to leave the school during break period. Sitting in busses and/or cars will not be permitted before school, during breaks or the lunch period as well as during class time.

4.3 Search and Detention of Students

Students have no reasonable expectation of privacy rights towards school officials as regards school premises or other school property. As provided by 70 O.S. §24-102, the Superintendent, Principal or teacher, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in possession of the student when the student is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances (as defined by Oklahoma Law), intoxicating beverages, non-intoxicating beverages (also as defined by Oklahoma State Law), electronic paging devices or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same gender as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same gender if practical. The extent of any search conducted shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No students clothing, except cold weather outerwear, shall be removed prior to or during the conduct of such search.

The Superintendent, Principal or teacher searching or authorizing the search shall have authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property that might be in the student's possession, including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property may be suspended by the Superintendent or Principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education by the student suspended.

School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

4.4 Enforcement of Rules

4.4.1 General

Any student who is guilty of a violation of school regulations may be punished by: (1) verbal reprimand; (2) restrictions from normal privileges, such as breaks; (3) in-house suspension or (4) suspension from school.

The decision of the Principal as to punishment shall be final. Verbal reprimand or restrictions from normal privileges, such as breaks, may be delegated by the Principal to the individual teachers. Every teacher in RRTC shall have the right to exercise the same authority as to conduct and behavior over the students attending the school, as parents or guardians may exercise over them at home and as is provided by State Law. Suspension will be used only as a last resort and after all other efforts have failed, or when there is reason to believe that it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

4.4.2 Procedures of Suspension

The Principal of the school shall suspend the student in the following manner:

- A. Attempts will be made to verbally notify the student and the student's parents or guardian and the home school principal, if a high school student, stating the reason for the suspension, the terms of the suspension, and the student's right of a hearing before the Superintendent.
- B. Written notification will be given to the student, the home school principal, if a high school student, and the student's parent or guardian, if a minor, by United States Mail, stating the reason for the suspension, the term of the suspension and the student's right of a hearing before the Superintendent.

4.4.3 Procedure of Appeal

- A. Any student suspended from school shall have the right to a hearing before the Superintendent.
- B. The student shall have the right to appeal the decision of the Superintendent to the Board of Education. In the event a student desires an appeal to the Board of Education, the student shall give notice in writing to the Superintendent within three (3) days after the meeting with the Superintendent. The student may then present their appeal at the next regular meeting of the Board of Education. If such appeal is not received at the designated time the suspension shall be considered as final.

4.5 Enrollment (Secondary/Adult Day)

Authority: Board Policy 3.3.

Students will be enrolled in Secondary/Adult classes based on the following priorities: (1) In-district technology center students returning to the same class; (2) In-district eleventh grade students entering for the first time; (3) In-district twelfth grade students entering for the first time; (4) In-district adults; (5) All others. ADULT CLASSES ONLY. Only adult students will be accepted in these classes.

Tenth grade students may be enrolled at the discretion of the high school principal and the RRTC administration. Factors to be considered for 10th grade enrollment include over aged students, potential drop outs, students with special needs, students with enrollment difficulties, etc. The proposed sending high school principal shall present to the administration a list of any sophomores included under this provision prior to the beginning of the school year and shall make all necessary reports to the Oklahoma State Department of Education.

4.5.1 Post Secondary Day Enrollment

A. Regular Training Programs

First year post-secondary students will be admitted to training programs only when enrollment is below maximum after the first Friday in May. Once a post-secondary student has been admitted to RRTC, they may re-enroll for the ensuing year on the same priority as a secondary student, for one-half day in any program. Where enrollment is below the maximum, post-secondary students may be expanded to all day status.

B. Practical Nursing Program

Applications are accepted based upon the published criteria pertaining to application, admission, readmission, transfer, withdrawal and dismissal of practical nursing program students.

C. Pre-enrollment

Pre-enrollment for the ensuing school year will begin in the third nine week period for both secondary and post-secondary applicants. Secondary applicants and current post-secondary applicants will then be entered in the computer on the pre-enrollment data base. New post-secondary applications will be held on file until such time that openings exist based on the provisions which give priority to secondary applicants. During any school year, enrollment is open for secondary transfer students and for new secondary students wishing to enter at the semester. Three entry periods are available for post-secondary applicants to enter a Career Major. The deadlines for entry periods are the 10th day of each semester and the 1st day of the 2nd nine-weeks. Students should make every effort to enroll at least 10 days prior to these deadlines to ensure maximum educational opportunity.

D. Requirements for Continued Enrollment in Day Programs, Except Practical Nursing

If a student's grades fall below a "C" (70%) average at the end of a 9 weeks grading period, that student will be placed on probation by the school counselor for the succeeding grading period. If the student is unable to raise the grades to a "C" average by the end of that grading period, the student will be referred to the principal for possible termination of enrollment. Only one such probationary period is allowed each year.

Students on financial aid are paid on the basis of hours actually completed, not hours attempted. Before a subsequent payment is due to a student on any of the financial aid programs, the student will be required to make up all days missed in the previous session regardless of the reason for the absence. For example, a student who has missed five days the first 9 weeks will not be paid a second payment until that student has completed five days of the 2nd nine weeks. Students who have completed a course will not be reenrolled in that course without instructor, counselor and principal approval.

For extended absences caused by circumstances beyond the control of the student, short term interruption of enrollment may be approved through the counselor and principal's office.

E. Requirements for Continued Enrollment in Practical Nursing

1. Satisfactory progress for Practical Nursing students is defined in the Practical Nursing Student Handbook. The Practical Nursing Student Handbook is to be

approved on an annual basis.

4.5.2 Evening Adult Enrollment

Announcements concerning class offerings will be made on a district wide basis, and applications will be received, and enrollments made in compliance with the affirmative action plan. Classes will be filled on a first-come first-serve basis with preference given to in-district residents. Persons sixteen years old and older may enroll in most of the evening programs with the exception of some medical classes which require students to be eighteen years of age.

4.5.3 Tuition for Training Programs

A. General

Training costs at RRTC are supported by public funds derived from local, state, and federal monies. In some cases, the student and/or a private or public agency will be responsible for a portion of the training costs.

B. Tuition

Secondary:

Resident high school students						No Tuition
Non-resident high school students						\$7659.00/yr

Resident Adults:

3 hours per day	x	175 days	x	2.00/hr	=	\$1050.00
6 hours per day	x	175 days	x	2.00/hr	=	\$2100.00

Non-Resident Adults:

3 hours per day	x	175 days	x	4.00/hr		\$2100.00
6 hours per day	x	175 days	x	4.00/hr		\$4200.00

Adult only Health Careers Programs:

Practical Nursing (Resident)						\$4819.00
Practical Nursing (Non-Resident)						\$7763.00

Tuition will be waived for employee's spouse and/or children living within the household of the employee, RRTC board members and spouse of board member.

Fees are separate and apart from tuition and will be assessed only if necessary.

Payment can be made to Red River Technology Center by check or cash. Tuition and fees are paid by the semester and are due on the first day of class unless other arrangements are made with the principal.

C. Tuition and Fees for Seminars and Other Specialized Training

Tuition and fees will be determined by the Superintendent and/or the Board on an individual basis.

D. Tuition Waivers and Discounts for Adult Evening Programs

Tuition will be waived or discounted on adult evening programs as outlined below.

1. Tuition will be waived for employee's spouse and/or children living within the household of the employee, RRTC board members and spouse of board member. Online courses can be taken with tuition equal to cost incurred by RRTC..
2. Employees of school districts employed by the independent school districts comprising the RRTC school district - 50% reduction in tuition. Online courses can be taken with tuition equal to cost incurred by RRTC.

E. Tuition Refunds

Tuition refunds will be made according to the following provisions:

1. Withdrawal by Student in a Day Program

Students who officially withdraw before the first day of class through the tenth day of class will receive a 100% tuition refund, less cost of books and materials used. After the tenth day of class there will be no refund.

Note: Refunds are not paid to the student on a Pell grant or whose tuition is paid by another agency. It will be returned to the agency that originally provided the funds. Additional information on refunds is available in the financial aid office.

2. Adult Evening Programs

Students requesting a refund after attending only one class session will receive a full refund minus a \$5.00 registration fee. After attending two class sessions, the student will receive a 75% refund. After attending three class sessions, the student will receive a 50% refund. No refunds will be issued after that. Full refund is given for classes cancelled by the Adult Education office.

3. Practical Nursing Program

Students who officially withdraw before the first day of class through the tenth day of class will receive a 100% tuition refund. After the tenth day of class there will be no refund.

4. High School Students

High schools sending students to the technology center on a tuition basis shall be billed tuition for each such student on the roll at a time determined by the superintendent. No refunds shall be made for students who drop after that date; however, no tuition will be charged for different students from the same high school and are accepted by the technology center at a later date during that year as replacements for the one who dropped.

Exceptions to all of the above refund provisions may be made when the administration determines that extenuating circumstances exist.

4.5.4 Withdrawal Procedures

Students are responsible for notifying the school of their desire to discontinue their training program. Failure to follow the procedures listed below may result in elimination of refunds and/or removal from "good standing" status.

A. Regular Day Programs

Students must request a withdrawal form from their counselor and/or the principal's office and have their instructor complete and sign it. Students shall then take the completed form back to the Administrative office.

B. Adult Evening Programs

Students must contact the Adult Education office to indicate their desire to withdraw. At that time a withdrawal date will be entered on the student's record.

C. Practical Nursing Program

Students wishing to withdraw from the program should schedule a conference with the coordinator, and submit a formal letter of withdrawal, stating the reason(s).

4.5.5 Program Enrollment Guidelines

A. Maximum Enrollment Capacity

Maximum enrollment capacity for each training program is determined by the Oklahoma Department of CareerTech Education subject to approval by the Board of Education of Red River Technology Center District.

B. Minimum Enrollment Levels

Enrollment in any program which is less than 55% of maximum capacity (as defined above) will be considered below acceptable levels.

C. Adult Evening Programs Minimum and Maximum Enrollments

Minimum and maximum enrollment levels for adult evening classes will be determined on an individual class basis, with consideration given to funding, community need and demand, and facilities.

4.6 Student Records

Authority: Board Policy 3.4.

4.6.1 Records Kept

Student records will be maintained for current and former students of RRTC. These records will include areas of training, attendance records, grades, certification record and any other information which might be relative.

4.6.2 Student Records and the "Open Records Act"

In compliance with the Oklahoma Open Records Act but subject to part 4.6.3 following, the following student records will be subject to inspection:

A. Statistics

Statistical information not identified with a particular student. This will include enrollment

numbers of the school, individual programs, local high schools, and any other classification of enrollment and/or completion performance information.

B. Directory Information

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51. O.S. 24A.16): Student name and address, telephone number; date and place of birth; program of study; participation in officially recognized organizations and contests; dates of attendance; certifications and awards received; and the public or private school most recently attended by the student. Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

C. Authorization to Release Information

Each student is asked to complete the following form so that Red River Technology Center may release requests for information for employment references and/or to agencies which offer educationally related financial aid:

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the officials of Red River Technology Center to release information in the records and files of _____ (Student's Name) upon request by prospective or current employers, military agencies, other educational institutions and/or educationally related financial/sponsoring agencies. This authorization shall remain in effect while I am a student and thereafter until I give written notice withdrawing authorization. (Students over the age of 18 are to sign for themselves.)

_____	_____	_____
Signature of Student	Age	Date
_____	_____	_____
Signature of Parent or Guardian	Date	

D. Student and Parent/Guardian Access to Student Records

Upon request, an individual student's records will be available for inspection by the student, and, if the student is under 18 years of age, the student's parent or legal guardian. Inspection must take place in the administrative or counseling offices, and the records may not be removed from school premises.

E. Exempt materials

All teacher lesson plans, tests and other teaching materials will be kept confidential as will personal communications concerning individual students. These items are not considered student records under "The Open Records Act".

4.6.3 Federal Family Educational Rights and Privacy Act (20 USC §1232(G))

In addition to the materials contained in Section 4.6.2 above, the following policy and regulations apply to satisfy the mandates of federal law as to the release of student records to students and members of the

student's family, the legal custodian or legal guardian of the student. For purpose of this section, an "eligible student" is a student or former student who has reached age 18 or is attending a post-secondary school. A "parent" may be either the natural parent of a student, unless his or her rights have been removed by a court order, a guardian or an individual acting as parent or guardian in the absence of the student's parents or guardian. RRTC will only release information or permit access to a student's educational record with a parent's or eligible student's prior written consent except in the following instances:

- A. When the student seeks or intends to enroll in another school district or a post-secondary school.
- B. When certain federal and state officials need information in order to credit or enforce legal conditions related to federally supported educational programs in this district.
- C. When the parties who provide or may provide financial aid to a student need additional information.
- D. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid or improve instruction.
- E. To accrediting organizations to carry out their accreditation functions.
- F. To comply with a judicial order or lawfully issued subpoena, in which event the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure in response to the order or subpoena.
- G. If the disclosure is an item of directory information and the student's parent or an eligible student has not refused to allow the district to designate that item as directory information for that student.
- H. School officials will have access to student educational records for legitimate educational purposes.
- I. If, in the opinion of a school official, a serious threat to the health or safety of the student or other person is involved and that such information is necessary and is needed to meet the emergency and that time is an important and limiting factor in dealing with the emergency.

Releases of information under this section are to be approved by the Superintendent or his designee. An accurate record of all requests for disclosure of student educational records will be maintained and the school will annually notify parents and eligible students of their rights under this federal act as implemented by this regulation. Any grievances concerning the accuracy of the records or access to the records shall be addressed to the Superintendent and, if the parent or eligible student is still aggrieved, by appeal to the School Board.

4.6.4 Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. -1232h, requires RRTC to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- A. Political affiliations or beliefs of the student or student's parent.
- B. Mental or psychological problems of the student or student's family
- C.. Sex behavior or attitudes
- D. Illegal, anti-social, self-incriminating, or demeaning behavior
- E. Critical appraisals of others with whom respondents have close family relationships
- F. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- G. Religious practices, affiliations, or beliefs of the student or parents
- H. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

4.6.5 Library Records

At the present time Red River Technology Center District does not maintain a library as defined in the Oklahoma Library Code (65 O.S. §1-101 et seq.) and accordingly no policy is adopted pertaining to the disclosure of library records under the provisions 65 O.S. §1-105.

4.6.6 Transfer of Confidential Student Information to Other Agencies

10 O.S. §620.1 et seq., specifically 620.5.A requires the school district to adopt policies and procedures for the transfer and release of confidential information. For purposes of this Section 4.6.5, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner. Confidential information may be released to:

- A. The Department of Human Services;
- B. The Department of Mental Health and Substance Abuse Services;
- C. Oklahoma Department of Health;
- D. Oklahoma Department of Education;
- E. Oklahoma Department of Career and Technology Education;
- F. Oklahoma Commission on Children and Youth;
- G. J. D. McCarty Center of Disabled Children; and
- H. Department of Corrections.

Except for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or research authorized by law, confidential information will be released only upon a court order or upon receipt of an informed consent for the transfer or release of the information executed by the parent or guardian of a student under age 18 or a person authorized by state or federal law to execute the consent or by the student if the student is over age 18.

If, as provided in 10 O.S. §620.6.B the Oklahoma Department of Career and Technology Education has

adopted rules, procedures and forms standards, protocols and guidelines appropriate for the inspection, release, disclosure, sealing and expunging of confidential records, RRTC reserves the right to adopt in whole or in part the rules, procedures and forms promulgated by the Oklahoma Department of CareerTech(10 O.S. §620.5.B).

4.6.7 Completion of Training/Certification

- A. All regular day training pathways for secondary students at RRTC (except Practical Nursing) are four semesters, normally 1,050 clock hours in length. Students who complete the four semesters will receive a certificate, if the average grade for four (4) semesters was "C" or above. When a post-secondary student begins training in a pathway, completion will be determined by completing the clock hours and satisfactory completion of the courses required in their Career Major. For post-secondary students who are a few hours short of completing the clock hours required for their Career Major at the end of a semester, the instructor and the Principal may determine that the competency attained by the student constitutes completion and a certificate may be awarded. All decisions concerning certification will be balanced toward the greatest benefit of the student.
- B. Programs which operate through the Adult Education Department of RRTC may have certification requirements determined on an individual training program basis.
- C. The Practical Nursing program will issue a diploma in a graduation exercise for all students who successfully complete the twelve (12) month course, and meet other graduation requirements.
- D. In some cases, post-secondary students who enroll in a day program with the intention of completing only a segment of the curriculum, may, upon successful completion, be awarded a competency certificate indicating the specific area(s) of training and the length of training.

4.6.8 Grading System for Day Programs

In vocational classes, part of the three hour time period is spent in theory and part in laboratory. The student's grades will be determined from their performance on class assignments, tests, laboratory assignments and attendance. The resulting grades will be totaled and a composite numerical grade determined. This numerical grade will be translated to a letter grade, based on the following scale:

- A - Superior
- B - Excellent
- C - Satisfactory
- D - Unsatisfactory
- F - Failure

Report cards will be given out on a nine week basis. Grades will be sent to home schools for recording.

4.6.9 On the Job Training

A. OJT

Students who have already completed one year of a training program and are enrolled in the regular day training programs may be eligible for OJT during the last semester of their training. OJT will only be considered if:

1. The proposed job is relative and appropriate;
2. The instructor believes the OJT method will benefit the student's education more than regular in-school training; and
3. Requirements for paperwork and absence makeup have been properly completed.
4. Students receiving financial assistance from a Federal agency will not be eligible for OJT.

B. Internship

Adults who have completed 75% of their training may be eligible for internship if:

1. The proposed job is relative and appropriate;
2. The instructor believes the internship method will benefit the student's education more than regular in-school training;
3. Requirements for paperwork and absence makeup have been properly completed; and
4. The student is not receiving financial assistance from a Federal agency.

4.6.10 Student's Record of Obligations

Students are responsible for the care of all school owned books, tools and equipment. When books are damaged, a damage fee may be charged. If books or tools are lost or destroyed, the purchase price of the article will be charged. The instructors are responsible for indicating any obligations which the student may have at the time of completion or withdrawal.

4.6.11 Makeup Work

Students will be required to make up any work missed as a result of being absent. It is the instructor's responsibility to assign the makeup work and the student's responsibility to complete the makeup work as directed by the instructor.

4.7 Student Financial Assistance.

Authority: Board Policy 3.5.

4.7.1 Handbook of Financial Aid Policies and Procedures

The financial aid office has produced, and will maintain with annual revisions the financial aid policies and procedures which will be used to administer all phases of financial assistance to post-secondary students. This publication will be included in the Consumer Guide and will be available to all staff and applicants for financial aid. The consumer information guide, prepared with the use of the financial aid policies and procedures handbook will summarize the various types and sources of financial aid available to post-secondary students. This information will be updated annually, be approved by the RRTC Board, and be made available to every post-secondary student in the form of a financial assistance bulletin, which will be

distributed during the first half of September each school year. Post-secondary students who enter after the initial distribution will be given the consumer information guide in the new student enrollment packet.

4.8 Use of Facilities

Authority: Board Policy 4.1.

4.8.1 Scheduling Facilities for School Functions

School facilities, other than assigned areas/classrooms, may be scheduled by RRTC staff members, through the office of the Adult Coordinator. After approval of the Adult Coordinator, the scheduling may be written on the school calendar.

4.8.2 Scheduling Facilities for Non-School Functions

Non-school organizations may utilize school facilities when it is not in conflict with the school activities and/or board policy. Scheduling for use of school facilities by non-school organizations will be made through the Administrative office.

4.8.3 Building Upkeep and Repairs

Red River Technology Center staff members are responsible for reporting to the administration any observed need of repair to the school building or property. Priority should be given to reporting a situation which could affect the safety of individuals or property. In some cases, staff members will be expected to assist in their areas of specialty and expertise in making repairs or correcting problems to the facilities.

4.9 Use of Equipment

Authority: Board Policy 4.2.

4.9.1 Non-School Use of Equipment

Non-school groups, organizations and/or other individuals may utilize school equipment only by arrangement through the office of the Superintendent.

4.9.2 Inventories of Equipment

Inventories will be conducted during the fourth quarter of each school year. Each staff member will be responsible for updating the inventory in their area of assignment. The update will include the addition of newly acquired equipment and items, the deletion of missing, discarded or transferred equipment or items, and the adjustment of all figures and information needed to produce an accurate and current list of district owned equipment and property.

4.9.3 Equipment Repairs

RRTC staff members are responsible for reporting to the administration the need for repairs to district owned equipment. Requests for repair of equipment should be made to the Principal. Equipment should be taken

out of service and tagged as "unsafe" or "not to be used" until the necessary repairs have been completed.

4.10 Safety

Authority: Board Policy 4.4.

4.10.1 First Aid

Authority: Board Policy 4.4.1.

Red River Technology Center recognizes the need and obligation to provide first aid treatment to students and staff who become ill or are injured while attending class or performing their job functions. However, referrals of individuals for first aid treatment should be limited to those circumstances which actually require first aid. Health related circumstances not requiring first aid should be handled through the Administrative office.

If a student under the age of 18 years comes within the need of first aid treatment, the administrative offices will attempt to notify such student's parent or guardian of the injury or illness in order that further medical attention to the student may be achieved if necessary.

4.10.2 Communicable Diseases

Authority: Board Policy 4.4.2.

Any employee or student with knowledge of a suspected or confirmed case of a communicable disease which poses a direct threat to the safety or health of other students or employees is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is shown to be necessary to promote the safety and well being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable diseases, the district believes that:

- A. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
- B. Public education should be provided in a safe and orderly environment.
- C. Each student and employee should be treated with dignity and has a right to confidentiality.
- D. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with the District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of the District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No

board member or employee of the district may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well as a criminal and civil sanctions under law.

A. Placement of Students:

In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the students' communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.

B. Placement of Employees:

No employee may be dismissed or have his contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but shall be maintained in a separate file.

4.10.3 Drug Free School and Workplace

Red River Technology Center, in recognition of the devastating effects that the unlawful use of drugs, alcohol and other controlled substances has on individuals, families and society in general; and in compliance with Public Law 101-226 and Public Law 100-690, establishes the following provisions and information to implement a Drug Free School and Workplace:

Plan of Operation

Red River Technology Center, in total commitment to the Position stated below; and in conjunction with Public Laws 101-226 and 100-690, will publish and distribute annually to all students and employees the provisions of its drug awareness and prevention program. This publication will include:

- A. The Position Statement
- B. Provisions and information associated with unlawful alcohol, drug, and controlled substance abuse, describing:
 - 1. the legal sanctions
 - 2. the disciplinary sanctions by RRTC
 - 3. the health risks
 - 4. available counseling and treatment programs
 - 5. employee responsibilities for reporting criminal drug statute convictions

Red River Technology Center will conduct a biennial review of the program to determine effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently and fairly enforced and will submit all required reports, certifications and copies of its Anti Drug Program to the specified and appropriate entities.

Position

Red River Technology Center exists for the primary function and purpose of enhancing the lives and career opportunities of those served, through technical training and other self-improvement aspects of the curriculum. Therefore, philosophically, all activities which affect the student and the community served in a negative manner would have to be discouraged. However, in the case of the unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances, RRTC, as a matter of policy, strictly prohibits and will not tolerate these activities by students and/or employees while on District property, including grounds, buildings, parking lots and vehicles; or while participating in District activities or business while off campus.

Provisions

Red River Technology Center's Drug Free School and Workplace Program will operate under the following provisions:

- A. RRTC retains control over all District property, including buildings, grounds, parking lots and vehicles. Lockers/desks or any other property assigned to students/employees will be on a joint control basis, with the right to inspect at any time retained by RRTC.
- B. When there are reasonable grounds to believe that a search will reveal evidence that student has violated or is violating either the law or the rules of the school, RRTC officials may institute a search. Searches may involve clothing, personal possessions and vehicles which are brought onto school property. In no case will a search be excessively intrusive.
- C. Students/Employees that are under the influence of drugs, alcohol or other controlled substances (excluding medication prescribed by a doctor for their treatment), while on District property or involved with District activities, will be in violation of RRTC's Drug Free School and Workplace policy prohibiting the use of such substances, regardless of where the substances were actually consumed or used.
- D. The unlawful possession, use, manufacture or distribution of illicit drugs, alcohol or controlled substances is prohibited by State and Federal criminal law that contains strong penalties. RRTC will report all known violations to the appropriate law enforcement authorities, including the Stephens County Sheriff's Department. (See note on federal crime in Information section.)
- E. Violation of RRTC's Drug Free School and Workplace policy by secondary students will result in notification of parents/guardians in addition to the appropriate law enforcement authorities.
- F. Disciplinary actions by RRTC will be administered fairly, in compliance with Federal and State statutes, and in compliance with RRTC's commitment to non-discrimination, as established in The Affirmative Action policy. Disciplinary actions may include any or all of the following:
 1. Suspension (in the case of employees, without pay)

2. Probations, pending proof of satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense
 3. Expulsion for students
 4. Termination for employees
 5. Referral for prosecution
- G. Employees of RRTC are required as a condition of employment and by Public Law 100-690 to report to their supervisor, any criminal convictions for drug related activity in the workplace, within five (5) days of the conviction. RRTC will then notify any applicable federal contracting or granting agency within ten (10) days of the employee's notification. Appropriate disciplinary action will be taken against the employee convicted of drug related activity in the workplace.

Information

Drugs and Federal Crime

In addition to local, State and general Federal statutes that make it a crime to possess or distribute a controlled substance, there are special Federal laws designed to protect children and schools from drugs. An important part of the Comprehensive Crime Control Act of 1984 makes it a Federal Crime to sell drugs in or near a public or private elementary or secondary school. Under this new "schoolhouse" law, sales within 1,000 feet of school grounds are punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious mandatory penalties are available for repeat offenders.

Distribution or sale to minors of controlled substances is also a Federal crime. When anyone over age 21 sells drugs to anyone under 18, the seller runs the risk that he will receive up to double the sentence that would apply to a sale to an adult. Here too, more serious penalties can be imposed on repeat offenders.

Counseling and Treatment Programs

Students and/or employees who violate RRTC's policy for a Drug Free School and Workplace, as one option for disciplinary action, may be placed on probation, pending satisfactory participation in an appropriate drug/alcohol abuse treatment program, at the student's/employee's expense. Information concerning available counseling and treatment programs both, private and public will be provided through the Student Services Office. In addition, a listing of programs available in each county will be provided and available in each program classroom/office and in student/employee lounges. Full time employees needing services of this type are encouraged to use the health insurance benefits.

Individuals who desire information or referral from another source should contact the Department of Mental Health at the following phone numbers:

Oklahoma City Reach-Out (405) 271-2444
Teen-line (12 noon - 12 midnight) 1-800-525-Teen
Hotline 1-800-522-9054

This agency provides referral, education and advocacy services at no cost, on a statewide basis.

Drug Facts - Health Risks to Avoid

The following pages include information about specific types of drugs, how to recognize and avoid them, and the immediate and long-term effects. This information should be considered general in nature, and although

accurate, may not apply to specific individuals due to physiological and psychological differences.
CANNABIS

Type	What it is called?	What does it look like?	How is it used?
Marijuana	Pot Grass Weed Reefer Dope Mary Jane Sinsemilla Acapulco Gold Thai Sticks	Dried parsley mixed with stems that may include seeds	Eaten Smoked
Tetrahydrocannabinol	THC	Soft gelatin capsules	Taken orally Smoked
Hashish	Hash	Brown or black cakes or balls	Eaten Smoked
Hashish Oil	Hash Oil	Concentrated syrupy liquid varying in color from clear to black	Smoked-- mixed with tobacco

Effects

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

INHALANTS

Type	What it is called?	What does it look like?	How is it used?
Nitrous Oxide	Laughing gas Whippets	Propellant for whipped cream in aerosol spray can Small 8-gram metal cylinder sold with a balloon or pipe (buzz bomb)	Vapors inhaled
Amyl Nitrite	Poppers Snappers	Clear yellowish liquid ampules	Vapors inhaled
Butyl Nitrite	Rush Bolt Locker room Bullet Climax	Packaged in small bottles	Vapors inhaled
Chlorohydrocarbons	Aerosol sprays	Aerosol paint cans Containers of cleaning fluid	Vapors inhaled
Hydrocarbons	Solvents	Cans of aerosol propellants, gasoline, glue, paint thinner	Vapors inhaled

Effects

Immediate negative effects of inhalants including nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respirator rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

STIMULANT: COCAINE

Type	What it is called?	What does it look like?	How is it used?
Cocaine	Coke Snow Flake White Nose Candy Big C Snowbirds Lady	White crystalline powder, often diluted with other ingredients	Inhaled through nasal passages Blow Smoked Injected
Crack or cocaine	Crack Freebase rocks Rock	Light brown or beige pellets--or crystalline rocks that resemble coagulated soap; often packaged in small vials	Smoked

Effects

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.

The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

OTHER STIMULANTS

Type	What it is called?	What does it look like?	How is it used?
Ampheta- mines	Speed Uppers Ups Black Beauties Pep Pills Copilots Bumblebees Hearts Benzedrine Dexedrine Footballs Biphetamine	Capsules Pills Tablets	Taken orally Injected Inhaled through nasal passages
Metham- pheta- mines	Crank Crystal Meth Ice Crystal Methedrine Speed	White power Pills Rock salt, crushed ice A rock which resembles block of paraffin	Taken orally Injected Smoked Inhaled through nasal passages
Addi- tional Stimu- lants	Ritalin Cylert Preludin Didrex Pre-State Voranyl Tenuate Tepanyl Pondimin Sandrex Plegine Ionamin	Pills Capsules Tablets	Taken orally Injected

Effects

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

Methamphetamines can trigger aggression and violence in its users. People using this drug have been known to pick fights, drive erratically, kill themselves and commit violent acts.

In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify

the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.

DEPRESSANTS

Type	What it is called?	What does it look like?	How is it used?
Alcohol Beer, Wine and Distilled Spirits (Whiskey, Vodka, rum, etc.)	Booze	Liquid	Taken orally
Barbitu- rates	Downers Barbs Blue Devils Red Devils Yellow Jackets Nembutal Seconal Amytal Tuinals	Red, yellow, blue or Red and blue capsules	Taken orally
Metha- qualone	Quaaludes Ludes Sopors	Tablets	Taken orally
Tranqui- lizers	Valium Librium Euanil Miltown Serax Tranxene	Tablets Capsules	Taken orally

Effects

Small amounts of depressants can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of barbiturates, methaqualones or tranquilizers with alcohol can multiply the effects of the drugs, thereby multiplying risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

HALLUCINOGENS

Type	What it is called?	What does it look like?	How is it used?
Phencyclidine	PCP Angel Dust Loveboat Lovely Hog Killer weed	Liquid Capsules White crystalline powder cigarettes, parsley and	Taken orally Injected Smoked -- be sprayed on marijuana Pills
Lysergic Acid	LSD Acid Dragon White Lightning Blue Heaven Sugar Cubes Microdot	Brightly colored tablets Green or Red Gelatin and Thin squares of gelatin Clear liquid	Taken orally Licked off Diethylamide Liquid can be put in the eyes
Mesca	Mesc line Peyote Cactus	Hard brown discs and Buttons Capsules	Discs--chewed, Tablets swallowed or smoked Tablets and capsules taken orally
Psilocybin	Magic mushrooms Mushrooms	Fresh or dried mushrooms	Chewed and swallowed

Effects

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders--depression, anxiety and violent behavior--also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations.

Large doses may produce convulsions and coma, heart and lung failure or ruptured blood vessels in the brain.

Lysergic acid (LSD), escaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite,

sleeplessness and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, escaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks, can occur even after use has ceased.

NARCOTICS

Type	What it is called?	What does it look like?	How is it used?
Heroin	Smack Horse Brown Sugar Junk Mud Big H Black Tar	Powder, white to dark brown Tar-like substance	Injected Inhaled through nasal passages Smoked
Methadone	Dolophine Methadose Amidone	Solution	Taken orally Injected
Codeine	Empirin compound with Codeine Tylenol with Codeine Codeine Codeine in cough medicines	Dark liquid varying in thickness Capsules	Taken orally Injected
Morphine	Pectoral syrup	White crystals Hypodermic tablets Injectable solutions	Injected Taken orally Smoked
Meperidine	Pethidine Demerol Mepergan	White powder Solution Tablets	Taken orally Injected
Opium	Paregoric Dover's Powder Parepectolin	Dark brown chunks Powder	Smoked Eaten
Other Narcotics	Percocet Percodan Tussionex Fentanyl Darvon Talwin Lomotil	Tablets Capsules Liquid	Taken orally Injected

Effects

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may

result in diseases such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

DESIGNER DRUGS

Type	What it is called?	What does it look like?	How is it used?
Analog of Fentanyl (Narcotic)	Synthetic Heroin China White	White powder resembling heroin	Inhaled through nasal passages Injected
Analog of Meperidine (Narcotic)	Synthetic Heroin MPTP (New Heroin) MPPP PEPAP	White powder	Inhaled through nasal passages Injected
Analog of Amphetamines and Methamphetamines (Hallucinogens)	MDMA (Ecstasy, XTC, Adam, Essence) MDM STP PMA 2, 5-DMA TMA DOM DOB	White powder Tablets Capsules	Taken orally Injected Inhaled through nasal passages
Analog of Phencyclidine (PCP) (Hallucinogens)	PCP PCE TCP	White powder	Taken orally Injected Smoked

Effects

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease--uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perception.

Athletes and Steroids

Students involved in school athletics need to be informed about the dangers of mixing drugs and sports, including the drugs used by some athletes to improve body strength and performance.

Anabolic steroids became popular among professional and world-class amateur athletes in the 1960s as a means of boosting weight-training results. The health consequences of these drugs can, however be serious and sometimes fatal. Athletes on steroids can experience a psychotic condition called "bodybuilder's psychosis", which involves hallucinations, power delusions, paranoid episodes, erratic motor behavior and uncontrollable violence. In addition, victims may suffer chronic illnesses associated with the changes in their bodies brought on by steroids: heart disease, liver ailments, urinary tract problems, sexual dysfunctions, baldness, acne and alterations in appearance. Some steroid users become impotent and/or sterile. Life expectancy may be significantly shortened. Cessation of steroid use can lead to depression and a pronounced sense of weakness.

Summary

General Effects of Drug Abuse

Drugs can interfere with memory, sensation and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others.

Drugs interfere with the brain's ability to take in, sort and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received.

Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug.

Drug Dependence - Physical and Emotional

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs--frequently with devastating results. Many teenage drug users calling a national cocaine hotline report that they take other drugs just to counteract the unpleasant effects of cocaine.

Certain drugs, such as opiates and barbiturates, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal.

Psychological dependence occurs when drug taking becomes the center of the user's life. Among young people, psychological dependence erodes school performance and can destroy ties to family, friendships, outside interests, values and goals. The individual goes from taking drugs to feel good to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. More than half of all adolescent suicides are drug-related.

Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP) and lysergic acid (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain. Such accumulations of drugs and their slow release over time may cause delayed effects (flashbacks) weeks and even months after drug use has stopped.

Drug Potency

Drug suppliers have responded to the increasing demand for drugs by developing new strains, producing reprocessed, purified drugs, and using underground laboratories to create more powerful forms of illegal drugs. Consequently, users are exposed to heightened or unknown levels of risk.

The marijuana produced today is from five to 20 times stronger than that available as recently as 10 years ago. Regular use by adolescents has been associated with an "amotivational syndrome", characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains 2 percent THC, its major psychoactive ingredient. Since the early 1980s, most marijuana has contained from 4 to 6 percent THC--two to three times the amount capable of causing serious damage.

Crack, now becoming widely available, is a purified and highly addictive form of cocaine.

Phencyclidine (PCP), first developed as an animal tranquilizer, has unpredictable and often violent effects. Often individuals do not even know that they are using this drug when PCP-laced parsley in cigarette form is passed off as marijuana, or when PCP in crystal form is sold as lysergic acid (LSD).

Some of the new "designer" drugs, slight chemical variations of existing illegal drugs, have been known to cause permanent brain damage with a single dose.

PLAY IT SAFE....JUST SAY....NO!

4.10.4 Bloodborne Pathogens

In order to eliminate or minimize student exposure to surfaces, equipment and body fluids that potentially are contaminated with bloodborne pathogens, Red River Technology Center has developed a Bloodborne Pathogens Exposure Control Plan. This plan, designed to comply with 29 CFR 1910-1030, has been distributed to all instructors and is available for public inspection in the administrative offices during regular working hours.

4.10.5 Medical Management Plan

It is the intent of Red River Technology Center to facilitate a healthy and safe learning environment. Red River Technology Center will strive to make reasonable accommodations for students with diabetes or other health issues.

A. Diabetes Medical Management Plan

Red River Technology Center (RRTC) will follow the Diabetes Medical Management Plan in effect at the student's sending high school. The RRTC Diabetes management Team will modify that plan as needed to assist the student. Students who do not already have a plan may begin the process by asking for a form in the front office of RRTC.

1. Diabetes Management Team
 - (a) Principal/designee;
 - (b) School nurse or volunteer diabetes care assistant;
 - (c) Parent/guardian;
 - (d) Physician.
2. Plan

- (a) Students shall notify RRTC that they have diabetes;
- (b) RRTC will obtain the Diabetes Medical management Plan from the sending high school, or the RRTC Diabetes Management Team will develop a Diabetes Medical Management Plan for the student;
- (c) The student shall inform the school if modifications to the plan become necessary during the school year.

B. Self-Administration of Inhaled Asthma Medication and Self-Administration of Anaphylaxis Medication

Students may self-administer inhaled asthma medication for the treatment of asthma and anaphylaxis medication for the treatment of anaphylaxis as prescribed by a physician.

If the student is under the age of 18, the following applies:

1. the parent or guardian of the student must provide the school with his/her/their written authorization for the student's self-administration of medication;
2. the parent or guardian of the student must provide the school a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. the parent or guardian of the student must provide the school an emergency supply of the student's medication to be administered pursuant to state law;
4. the school district shall inform the parent or guardian, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
5. the parent or guardian of the student must sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

As used in this Administrative Regulation, "medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic systems, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

The permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon fulfillment of the requirements of this Administrative Regulation. A student who is permitted to self-administer asthma or anaphylaxis medication pursuant to this Administrative Regulation shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

Forms are available in the front office.

4.10.6 Student Right to Know: Campus Crime and Security (Clery Act)

Authority: Board Policy 4.4.5

A. Annual Security Report:

1. At the beginning of each school year, the principal will assure that the latest Campus Crime and Security Report is included in the Student Handbook, the Adult Consumer Information Handbook, and made available to prospective students through the student information display case.
2. At the beginning of each short term adult session, the A & CD coordinator will assure that the latest Campus Crime and Security Report is distributed to all short-term students.

B. Annual Security Report to the Department of Education: Each fall the principal will assure that the campus crime data is assembled and electronically reported to the Department of Education.

C. Timely Warnings: In the event a crime or a threat is ongoing, either on campus or in the adjacent area, the principal will assure that the appropriate warning be prepared and distributed to all students.

4.10.7 Emergency Plans, Fire Drills, and Lockdown Drills

The principal and faculty members of Red River Technology Center will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of students and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate.

Lockdown drills shall be conducted at least two times per year, with no more than two occurring per semester. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill within the same school year.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

4.10.8 Safe School/Healthy and Fit Kids Advisory Committees

Safety of its students is a primary concern of Red River Technology Center Board of Education. The board is aware of the growing concerns about safety that exist throughout the education system and the school community as a whole. A Safe School Committee has been established to address this concern.

Each committee is to be composed of at least seven members, with an equal number of teachers, parents and students, plus a school official who participates in the investigation of reports of harassment, intimidation, bullying and hazing and threatening behavior.

The committees shall study and make recommendations to the school principal regarding unsafe conditions, strategies for avoiding harm, victimization, crime prevention, school violence, and other issues, which prohibit maintenance of a safe school.

Additionally the committee shall study and make recommendations regarding student harassment, intimidation and bullying and hazing at school. This study and its recommendations shall include professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying and hazing at school; methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and/or school psychologists; review traditional and accepted harassment, intimidation and bullying and hazing prevention programs utilized by other states, state agencies, school districts and/or the State Department of Education.

If a school district implements a commercial bullying and hazing prevention program it shall use a program listed by the State Department of Education.

At district discretion, this Committee shall also comprise the Health and Fit School Advisory committee. Said Committee shall study and make recommendations to the school principal regarding health education, physical education/physical activity, and nutrition and health services.

A. Safety Coordinator

In compliance with state law, the board will also designate a safety coordinator for the district. The safety coordinator is given the responsibility to meet with a committee made up of the principal and the safety committee chairman in order to review the suggestions made. The safety coordinator will then be responsible for reporting the findings and making recommendations to the superintendent and the board.

B. Safety Signs

In further compliance with state law, the administrator shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee."

C. Reporting Assaults

Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, building administrator, or member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incidents. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education.

The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this regulation shall be meant to prevent the school employee himself or herself from filing criminal charges.

D. Red River Technology Center shall comply with the applicable state and federal regulations governing the safety of district employees and the protection of the environment. The

administration will develop such specific regulations and procedures. Each site will work with the district coordinator to ensure compliance as may be necessary for the safety and environmental hazards present in those facilities. The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

Educational programs shall address the practice of safety in pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Emphasis on school safety shall include, but is not limited to, in-service training, accident record-keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic problems.

5. TRANSPORTATION

5.1 Transportation Provided by Sending District

Authority: Board Policy, Part 5

Red River Technology Center District maintains arrangements with the local sending school districts to provide school bus transportation for students from the sending campus to the RRTC campus. The contracts with the various local districts require that the vehicles and drivers meet all applicable laws and regulations concerning operation of school buses. The local districts will arrange and announce to their own students the departure time of the bus facilities from the sending district to the technology center campus so that the students will arrive in time for classes.

6. Finances

6.1.1 Money Deposits

All monies collected by Red River Technology Center District staff will be deposited on a daily basis with the custodian of the student activity fund, in the financial office. No funds are to be detained or handled in any manner that does not comply with this provision.

6.1.2 Purchases

All purchases must be pre-approved. The procedures governing purchase and confirmation of purchase and delivery of goods and services are set forth in 3.10.2. Prior to purchasing goods or services, the catalog or the Oklahoma Correctional Industries will be examined to see if the goods or services are available, and if they are the lowest or best bid, the goods or services must be purchased from Oklahoma Correctional Industries by submitting a requisition through the Office of Public Affairs or by direct order.

6.1.3 Fund Raising

The Red River Technology Center discourages any and all fund raising activities and any exceptions must be approved by the Superintendent and the Board of Education.

6.1.4 General Financial Regulations

All financial affairs of Red River Technology Center District will conform with Oklahoma State School Law.

6.1.5 Individual Account Guidelines

The following school activity accounts and purposes for revenue are established. Fiscal year to fiscal year variations may be approved by the Superintendent if in conformity with State Law as far as additional fund activities or related matters are concerned. The school shall maintain the following accounts:

A. Interest Account:

Fund Source - Interest earned from money in activity accounts

Purpose - Transfer to activity accounts and transfer to general fund

B. Petty Cash Account:

Fund Source - General Fund of District. Initial claim by Activity Fund Custodian not to exceed \$200.

Purpose - Small cash expenditures such as postage, freight, charges and other general fund expenditures of \$75 or less. Any remaining balance in the petty cash account will be transferred to the School District General Fund on or before June 30 annually.

In addition, the Board will approve both the source of revenue and the allowable expenditures for each sub-account.

C. General Fund Refund Account:

Fund Source - General Funds, refunds and reimbursements received, including but not limited to resale items. Adult tuition, overpayment, other refunds, grants, etc.

Purpose - Refund of revenue previously received and deposited either into the account or directly into the general fund. Any remaining balance in the Refund Account will be transferred to the School District General Fund on or before June 30 annually.

D. Miscellaneous Account:

Fund Source - Concession stand, pop machines, candy machines, insurance payments and registration fees

Purpose - Concession supplies, bulk mail (when in excess of \$75), registration fees, insurance payments and concession profits to other accounts, and General Fund Expenditures.

6.1.6 Live Work

All live work will meet the requirements of Board Policy, Section 6.8.

A live work shop fee will be assessed on all live work performed in our Trade & Industry Career Majors. The shop fee will be approximately 10% of the cost of materials with a maximum of \$50.00. If the customer furnishes the materials and cannot supply statement of material cost, the instructor will determine the approximate cost of materials furnished to calculate the 10% shop fee. If no material is required, the shop fee will be determined by the instructor and will be based on the consumables used during the live work. The fee will be a minimum of \$5.00.

All other Career Majors doing live work will prepare a price and fees list of services offered. This list will be approved annually by the superintendent.

6.1.7 Gifts and Grants

Any gifts, grants or donations of monies for non-capital expenditure, which were not designated for a specific use by the donor, received by the district shall be placed in the general fund and such monies shall not be required to be used during the year in which the money was received but may accumulate from year to year. Such funds shall not be considered a part of the general fund collections when calculating the general fund carryover. Subject to approval by the Board, the district is authorized to solicit and accept any gift, grant or donation of money or property for the use of the school district.

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RED RIVER TECHNOLOGY CENTER
BOARD OF EDUCATION
ADMINISTRATIVE REGULATIONS

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