SOUTHERN OKLAHOMA TECHNOLOGY CENTER: DISTRICT POLICY

DISTRICT POLICIES

I. **Policy Development:** The Board shall determine the general District policies for the general operation of the District. The Superintendent shall be responsible for the implementation of these policies and for developing and implementing administrative regulations. The Board shall update, amend, delete, and add policies as necessary to comply with changes in the law and to meet the needs of the District and its students. Suggestions and proposals for policy development should be communicated to the Superintendent.

II. **Policy Adoption:** Proposed policies shall be announced and distributed at a meeting of the Board. The Board may then review, discuss, and/or take action on the proposed policies at that meeting or at any subsequent meeting. All policy proposals shall be properly titled and shall be coded in accordance with the codification system used in the policy manual. Any policies which are adopted shall be attached to and made part of the minutes of the meeting at which they are adopted. Upon adoption, policies and amendments to policies shall be effective immediately unless a specific effective date is provided. When circumstances require, the Board may waive the above procedures for adoption and may take immediate action to adopt, delete, or revise any policy.

III. **Administrative Regulations:** The Superintendent shall develop, implement, and maintain necessary administrative regulations. The board shall have access to current policies and the administrative regulations via the school’s intranet. An item may be placed on an agenda for the Board to review an administrative regulation and possibly to direct the Superintendent, by majority vote, to amend, or to withdraw such administrative regulation.

IV. **Policy and Regulation Review and Dissemination:** The Superintendent shall establish and maintain a procedure for preserving and making accessible all policies and administrative regulations. All policy and regulation manuals distributed shall remain the property of the District and shall be subject to recall for updating or for any other reason. The District’s policies and administration regulations shall be considered public records and shall be open for inspection at the District’s administration building. The Superintendent shall periodically review all policies and administrative regulations, shall make proposals for amendments, additions, and deletions of policies as necessary, and shall amend, add, or delete administrative regulations as necessary. The Superintendent may develop and disseminate employee and student handbooks setting forth appropriate policies and administrative regulations to the extent that they are deemed necessary.

All District policies and Student Handbooks are available as a “Read Only” file on the District’s website, [http://www.sotec.edu](http://www.sotec.edu).

Adopted: 7-1-98
Revised: 10-11-01
              9-15-05
              11-7-13
V. **Administration in Absence of Policy or Administrative Regulation:** When there is no policy, administrative regulation, or Board guidance regarding a matter, the Superintendent shall have the discretion to act accordingly in accordance with law and established education practices.

VI. **Suspension of Policy:** The Board may suspend the operation of any policy or section of policy that is not required by law or contract upon a vote of a majority of the Board members.